



FACULTY HANDBOOK

2020-2021

*Northwest State Community College does not discriminate
on the basis of race, color, national origin, sex, disability, religion or age
in its programs or activities.*

*Inquiries regarding the non-discrimination policies contact:
Katy McKelvey, Director of Human Resources and Leadership Development
419-267-1327 or kmckelvey@northweststate.edu*

Table of Contents

INTRODUCTION TO THE COLLEGE	9-10
CLASSROOM POLICIES AND PROCEDURES	
Faculty Expectation Checklist.....	13
Starting Classes (First Class Session)	14
Attendance Verification	14-15
Course Syllabus.....	15
Textbooks.....	15
Class Attendance	15-16
Class Meeting Schedule (Breaks, Exam Week, Guest Lecture).....	16
College Sponsored Trips	17
Add/Drop Form.....	17
Grading Policy (Submitting Mid-term/Final Grades, Grading Scales, Grading Changes)	17-20
Academic Honesty	20-21
STUDENT SERVICES	
Admissions Office.....	25
Advising Center	25
Accessibility Services	25-26
Early Warning System	26
Business Office	26
Career Services.....	26
Counseling Services	26
Financial Aid.....	27
Library.....	27-28
Registrar.....	28
Student Activities	28
Student Facilities.....	28
Student Organizations	28-29
Success Center (Accessibility Services, Testing).....	30
DIVISION INFORMATION	
Classroom & Lab Assignments.....	33
Email	33
E-Portfolio.....	33
Classroom Supplies & Equipment	34
Discipline Problems	34
Student Grievance Policy	34
Mailbox	34
Office Hours.....	34-35
Office & Classroom Keys	35
INSTITUTIONAL POLICIES AND PROCEDURES	
Equal Opportunity & Non-Discrimination/Anti-Harassment Policy	39-41
Sexual Misconduct Policy	42-47
Student Code of Conduct Policy	47-50
Student Code of Conduct Procedures.....	50-51
Family Educational Rights and Privacy Act (FERPA)	51
Protection of Human Subjects Research	51
Student Internships, Field Experience, and Practicum's	52
Academic Grievance Policy & Procedures	52-54

CAMPUS EMERGENCY AND PUBLIC SAFETY PROCEDURES

Emergency Policy and Procedures 57
Inclement Weather Procedures.....57-58
Parking 58
Quick Alert..... 58
Smoking 58
Drug-free Workplace 58

HUMAN RESOURCES

Employment Requirements 61
Conditions of Employment & Load Sheets..... 61
Benefits 62
Faculty Absence Reporting 62
Photo ID & Access Cards..... 62
Payroll Information (Deductions, Pay Rate Schedule, Direct Deposit, W-2 Information) 62-64
Evaluations 64

INSTITUTIONAL SUPPORT SERVICES

Bookstore 67
Building Hours 67
Food Services 67
Switchboard 67
Teaching & Learning Center (TLC)..... 67

APPENDIX

Course Syllabus Format 71-73
College Trip Request Form 74
Release and Waiver of Liability Form 75
Incomplete Grade Contract 76

CONTACT LISTING

Executive Offices

Name	Title	Office	Ext.
Megan Batt	Executive Assistant – President	B100A	1366
Carrie Baynes	Executive Administrative Assistant – VP for Academics	B105	1301
Jennifer Farber	Executive Administrative Assistant – CFO and VP for Innovation	B105	1321
Todd Hernandez	Executive Vice President	B105D	1445
Jim Hoops	Associate Vice President for Strategic Initiatives	C130	1368
Lana Snider	Vice President of Enrollment Management & Student Affairs, Deputy Title IX Coordinator-Students	B105	1233
Katy McKelvey	Vice President for Human Resources & Leadership Development, Title IX Coordinator	A106B	1327
Dan Burklo	Vice President for Academics	B105A	1342
Jennifer Thome	Chief Fiscal & Administrative Officer, Title IX Deputy Coordinator-Employees	C130F	1314
Michael Thomson	President	B100	1310

Academic Divisions

Department	Name/Title	Office	Ext.
Business & Public Services	Jason Rickenberg, Dean	A213S	1342
	Katrina Adams, Division Administrative Assistant	A213	1345
Arts & Sciences	Jamilah Tucker, Dean	A229E	1225
	Megan Leppelmeier, Division Administrative Assistant	A229	1247
Nursing & Allied Health	Dr. Kathy Keister, Dean	A213A	1235
	Marsha Buehrer, Division Administrative Assistant	A213	1246
STEM & Industrial Tech.	Dr. Ryan Hamilton, Dean	E1102H	1273
	Kaleigh Nofziger, Division Administrative Assistant	E1102	1394
	Deb Fortney – Training Coordinator		1318
	Pete Weir – Training Coordinator at Van Wert		2035

Support Services

Name	Title	Office	Ext.
Campus Police	419.572.1773 (cell)	A196	1452
IT Help Desk		A223	1461
Mike Jacobs	Career & Activities Coordinator	A105J	1330
Connie Klingshirn	Registrar	C120B	1329
Terri Lavin	Director of Admissions	C100H	1364
Kevin Gerken	Director of Facilities, Construction, & Renovation	A102	1226
Cassie Rickenberg	Director of Advising Center and Accessibility Coordinator	C140C	1334
Cherie Rix	Success Center Coordinator	A105A	1457
Kristi Rotroff	Library Director	A101A	1271
Amber Yocum	Director of Financial Aid, Deputy Title IX Coordinator	C110G	1504

INTRODUCTION

2020-2021

HISTORY

Studies in 1966 and again in 1967 established that a need for technical education existed and would grow in Northwest Ohio. Consequently, in 1968, the Ohio Board of Regents approved the formation of Four County Technical Institute, and classes began in September, 1969, in the west wing of the Four County Joint Vocational School. In 1972, Northwest Technical College moved into its own building. The change made it possible to accommodate 600 daytime students with laboratories, general classrooms, a large meeting room, commons, student services area, and library.

In addition, Phase II of the College Master Plan in 1987 nearly doubled the size and capacity of the College. An open atrium became the link between the renovated original structure and the new wings. The Business Technology occupies the “B” wing, with those rooms available to other courses as needed. Student services, food services, and attractive conference rooms are housed in the “C” wing. Another building, the Child Development Center, opened in the fall of 1991.

The State Community College status, earned in 1994, brought about growth which led to additional building and renovations that have continued to take place on the present 80-acre site.

- In 1997, a new Engineering Technology and Science Center was opened.
- In January 2002, a new 12,000 square foot Technology Training Center was opened. The Center included five technical labs that support the Plastics, Industrial Electrical and CAD Technologies.
- During the spring and summer of 2003, a total renovation of the first floor in the “A” building was begun. At that time the maintenance department had moved to its own building, making it possible for more classroom space to be added. The bookstore and food services areas were also enlarged, and more student seating was created.
- In 2004, classes were offered at a satellite location in Van Wert, Ohio.
- In the Spring of 2007, the second floor of “A” building was renovated to create a lab for the Medical Assisting program. In addition, five classroom and faculty offices were renovated.
- In 2008, classes were offered at satellite locations in Bryan, Ohio. CTS also expanded to include a location on The University of Toledo’s Scott Park Campus.
- In 2011, the Allied Health & Public Services building was opened. This building featured a new, state-of-the-art nursing lab. Along with a total renovation of the second floor in the “A” building created space for new classrooms and study areas for students.
- In 2014, renovations in the “E” building created a new Advanced Manufacturing Training facility and an addition for Engineering Technologies. The addition includes new laboratory space, classrooms, and faculty offices.
- In January 2016, renovations in the “C” building began for a new student services space.

MISSION, VISION, AND VALUES

Mission - To serve by providing access to excellent and affordable education, training, and services that will improve the lives of individuals and strengthen communities.

Vision - Northwest State Community College will be an innovative leader in education and training, a first-choice institution that empowers individuals and communities to achieve a sustainable quality of life.

Values

Integrity - We believe that honesty, respect, and accountability are the basis of building trust.

Learning - We believe that the acquisition and application of knowledge is the key to success, and to that end we provide access to greater opportunities through education, training, and services.

People - We believe in the power of teamwork, bringing people of diverse backgrounds and communities together to excel.

INSTITUTIONAL OUTCOMES

Graduates from Northwest State Community College will become professional, lifelong learners and responsible global citizens through achievement of the following outcomes.

Communication

Graduates from Northwest State Community College will demonstrate effective communication skills.

Computation

Graduates from Northwest State Community College will perform basic algebraic problem-solving and interpret and communicate numerical data.

Critical Thinking

Graduates from Northwest State Community College will comprehend the implications of a topic or problem, draw on appropriate evidence, and construct well-reasoned conclusions.

Diversity

Graduates from Northwest State Community College will demonstrate awareness of the impact of cultural differences.

Sustainability

Graduates from Northwest State Community College will evaluate the impact of economic, political, social, and/or ecological systems on this and future generations.

COLLEGE PROFILE

Northwest State Community College is a public, two-year college serving the people of Northwest Ohio. Northwest State's main campus in Archbold, Ohio, is situated on 77 acres of land and has six major buildings. NSCC takes pride in its accreditation by The Higher Learning Commission.

There are over 60 associate degree and certificate programs offered at NSCC. The student/faculty ratio is 21 to 1 and there are over 6,649 students with 86 percent being part-time.

Northwest State Community College has a majority service area of six counties: Defiance, Fulton, Henry, Paulding, Williams, and Van Wert. These counties make up 82 percent of the student population.

The service area receives roughly \$110 million in income due to past and present efforts of the College. Eighty-five percent of NSCC's students remain in the region and help contribute to the local economy.

Nine members of the Board of Trustees, who govern Northwest State Community College, are appointed by the Governor for six year terms, which are renewable.

The College is structured by organizational areas, with each area under the direction of an executive officer who reports to the President of the College, Dr. Michael Thomson.

The College organizational chart can be found on the shared drive or requested through the division dean.

**CLASSROOM POLICIES
AND PROCEDURES**

2020-2021

FACULTY EXPECTATION CHECKLIST

Below are the requirements that faculty are expected to fulfill throughout the semester. At the end of each semester, these expectations will be reviewed prior to rehire. Be sure all final records for the class are submitted by the posted deadlines.

Beginning of Semester Checklist

- Complete required trainings (Title IX, FERPA, Ethics).
- Submit copy of syllabus (electronic and/or hard copy) to division Dean or designee by first day of class.
- Obtain Class list through my NSCC.
- Submit attendance verification class list by posted due date.

Throughout semester

- Notify the Division Administrative Assistant and/or Dean if you need to cancel class. Voicemail and email messages should not be left; return to college operator if needed.
- Submit Academic Early Warning referrals as needed.
- Submit Mid-term grade by posted deadline.
- Use NSCC email to communicate with students. Email will be the primary method for communication of college-wide announcements. Please avoid using personal email addresses.
- Cover required course content to meet the course learning outcomes.
- Complete course assessments if required by division and lead faculty.
- Remind students to complete online NSCC course/instruction evaluation – the link to this evaluation will be e-mailed to your students by the college approximately three weeks before the end of the semester.
- Administer evaluation tools as required by division.

End of Semester Checklist

- Submit Grades by the posted deadline.
- Submit a copy of your grade book to the Dean or designee by the posted deadline for grades.
- Return desk copies of textbooks and other course materials required by the Department to your Division Administrative Assistant.

STUDENT SUCCESS

Student success has become a major focus at Northwest State Community College. Faculty are expected to uphold course standards but also make reasonable attempts to offer assistance to struggling students. Below are some suggestions that may assist these students.

- Offer timely feedback and grading of assignments.
- Reach out verbally or in writing to poor performing students and encourage them to meet with you and discuss areas for improvement.
- Respond to all student email within 48 hours during the week.
- Contact students by email or phone if they are absent more than one class period in addition to completing “Academic Early Warning” referral through the link in your myNSCC account.
- Make referrals or direct students to appropriate resources: faculty advisor, academic advisor, Financial Aid, or Student Resource Center (tutoring, writing and math labs, personal counseling, career planning, special accommodations-ADA).

FIRST CLASS SESSION

The first class meeting should be one of meaningful activity. **Under no circumstance should the class be dismissed after a short meeting of 15-20 minutes during the first class session.** There are two reasons for this: (1) there is limited student contact time in the semester. The first class session represents a significant fraction of the semester's scheduled time; (2) the initial class session is the one where lasting first impressions and expectations are made and it is important that these be positive.

There are a number of meaningful activities that can be conducted in the first session, even though the students did not have a prior assignment. **IN ALL CASES ~ COURSE OUTLINES, GRADING STANDARDS, POLICIES AND TEACHER EXPECTATIONS SHOULD BE DISTRIBUTED IN WRITTEN FORM AND DISCUSSED THOROUGHLY WITH THE STUDENTS.** The instructor **MUST** distribute the course syllabus to each student and explain its contents.

The instructor must inform the students that he/she will either remain after each class at least ten minutes or will be present ten minutes before each class for those who need assistance or need to arrange another time for assistance. The instructor shall provide assistance as needed at a time mutually agreed upon by the student and instructor.

CLASS LIST

Class lists will be available through myNSCC at www.northweststate.edu. To view a class list:

1. Log into myNSCC
2. Click "Faculty" in the navigation bar.
3. The Faculty Dashboard will appear to the right and display all your courses.
4. Find the course to view the class list.
5. Click the PEOPLE Icon to view the list of students
6. To view another course, click on the myNSCC browser tab at the top and go back to the Faculty Dashboard and select the next course.

This list shows all students currently registered for your class. If a student's name does not appear on the printed list, they are not registered. Students who are not registered for your class must be sent to the Registrar's office.

Review your class list frequently to be kept updated on student registration changes (i.e. withdrawals). Check attendance each class. Make sure **all** students are registered for your class.

ATTENDANCE VERIFICATION

This verification will be assessed differently depending on the type of course. The Registrar emails instructors of the deadline for verification and by posting the verification schedule on the Faculty/Staff link on the NSCC homepage. **Note: Timelines vary for flexibly scheduled classes.** Verification can be completed seven days prior to due date and must be completed no later than noon on the due date.

Web-Enhanced/Synchronous Courses: A student must have attended at least one class period during the first 14 days of the course term.

Hybrid Courses: A student must have attended at least one class period during the first 14 days of the course term OR have submitted an introductory assignment for which an assigned value for completion or non-completion of the assignment is applied toward the course grade.

Online Courses: During the first 14 days of the course term, a student must submit an introductory assignment for which an assigned value for completion or non-completion of the assignment is applied toward the course grade.

Note: A student's login to Sakai or to a publisher's ancillary site does not constitute active participation in a course and this activity alone should not be used for attendance verification.

There may be extenuating circumstances whereby the student is unable to attend class in the first 14 days, such as illness or injury, but intends to participate in the course. Please notify your Dean of such circumstances and document the conditions upon which an exception may be requested for attendance verification.

Verification is submitted by logging onto your myNSCC account and completing the following steps:

To access:

- 1) Log into myNSCC.
- 2) Click "Faculty" in the navigation bar.
- 3) The Faculty Dashboard will appear to the right and display all your courses.
- 4) Find the course to view the class list.
- 5) Click the STAR Icon to enter attendance verification.
- 6) Select Term
- 7) Select the course – a student list will appear. Click the YES radio button if the student has attended at least once by the census date or click the NO radio button if the student has never attended.
- 8) Click Submit.

COURSE SYLLABUS

The syllabus for the course(s) you are teaching, text, and other class materials are available from your division dean and/or division administrative assistant. Your syllabus should follow the approved course syllabus format (see appendix A). On the first day of class, you are required to pass out copies of the syllabus and discuss its contents thoroughly with your students. Faculty are **required** to cover the content and course learning outcomes listed on the course overview (course description, learning outcomes, etc.). Course overviews cannot be altered without the approval from the Academic Affairs Committee. *If you wish to make substantial changes, you must consult with your dean and prepare the revised syllabus in time to be distributed at the first class session.* A copy of your syllabus **must** be submitted to your division dean and/or division administrative assistant.

TEXTBOOKS

Full-time faculty members of the appropriate division, in accordance with the NSCC Textbook Selection Policy and Procedures, make all textbook adoptions. Textbooks and other materials listed in the syllabus must be utilized to cover the course. Textbooks help maintain quality and content of our courses. If you have a suggestion for improvement, please talk with your division dean. Additional instructional supplies are available from the division administrative assistants.

CLASS ATTENDANCE

Student attendance is essential to success in the course and should be tracked throughout the semester. Excessive absences are defined as three consecutive absences or sporadic absences that impair satisfactory student progress in a course. For those students, instructors should report excessive absences and last date of attendance to the Success Center through the Academic Early Warning system, which notifies the Student Resource Center. The student will then be notified to either attend or officially withdraw from the class. If the student chooses to withdraw from your class, they must complete an

Add/Drop form, which can be obtained from the Registrar’s office or completed online. Faculty may issue a failing grade to students who incur excessive absences and who have not filed an official withdrawal from a course.

The last date of attendance may be determined from attendance records, tests taken, or homework assignments submitted. Faculty will be required to report the student’s last date of attendance when a final grade of “F” or “U” is assigned.

The College is obligated to report lack of attendance or last date of attendance to federal and state agencies that provide financial assistance to students. Failure to attend classes will result in loss of financial aid (grants and/or loans). Students receiving financial aid should contact the Financial Aid Office to discuss the financial implications of withdrawing from a class(es).

CLASS MEETING SCHEDULE

Exam Week - All web-enhanced or hybrid classes are scheduled to meet one day during exam week. A final exam, project, or class meeting is expected. Classes should not be canceled during exam week. The final exam schedule is posted prior to each semester at www.northweststate.edu/calendars-schedules.

Breaks -Classes are scheduled to meet the requirements for total minutes in the classroom. Classes running longer than 90 minutes usually have a break built into the class schedule. Break timing and length are the instructor's option. Try to consider comfort, convenience, and course content as you plan. The break must not extend the class past the regular class hours. The class must meet for the required time. See below for an idea how some class schedules are adjusted to include breaks for 16 week courses.

Session/wk.	Session Length	Break(s) scheduled
<u>1 Contact Hour Class:</u> 1 session/wk. =	:50	no break
<u>2 Contact Hour Class:</u> 1 session/wk. = 2 sessions/wk. =	1:50 :50	1 break of 10 minutes no break
<u>3 Contact Hour Class:</u> 1 session/wk. 2 sessions/wk. 3 sessions/wk.	2:50 1:15 :50	1 break of 20 minutes no break no break
<u>4 Contact Hour Class:</u> 1 session/wk. = 2 sessions/wk. = 3 sessions/wk. =	3:50 1:50 1:10	2 breaks/15 minutes each 1 break of 10 minutes no break
<u>5 Contact Hour Class:</u> 1 session/wk. = 2 sessions/wk. = 3 sessions/wk. =	4:40 2:15 1:25	2 breaks/15 minutes each 1 break of 10 minutes no break
<u>6 Contact Hour Class:</u> 1 session/wk. = 2 sessions/wk. 3 sessions/wk. =	5:45 2:50 1:50	2 breaks/15 minutes each 1 break of 20 minutes 1 break of 10 minutes

Guest Lecture - A guest lecturer with relevant expertise in a particular area can be a great addition to a class. However, permission must be secured from your division dean before extending an invitation for more than a single appearance. If an honorarium is involved, prior approval must be secured from the Dean.

COLLEGE SPONSORED TRIP

College sponsored trips must be approved by the Division Dean or Department Supervisor and the Vice President for Academics prior to the event. Complete the “College-Sponsored Trips Request Form” identifying the date and reason for the trip (see appendix and also shared drive in Forms folder). Once approved, have each participant complete the “Release and Waiver of Liability Form” and any other required forms (see appendix and also shared drive in Forms folder). All forms must be submitted to the Division Dean or Department Supervisor and then forwarded to the Office of the Vice President prior to the trip.

The individual making the request is responsible for collecting the Release forms and any other documents needed for the trip (e.g. medical information, emergency contact information, terms and conditions) from the participants.

ADD/DROP A COURSE

Students must add or drop a course by using the Add/Drop Form or via myNSCC. Students may add or drop from courses online by posted deadlines (see Refund/Withdrawal Schedule under the Calendars & Schedules link on the website). A “drop” is done through the 100 percent tuition refund period for the specific course and does not appear on the student’s transcript. A “withdraw” is after the 100 percent tuition refund period and results in a “W” grade.

Students are allowed to add a new class prior to the first day of class for the specific term and may do so online until 11:59 pm the day before classes begin. After the term has started and the course has met, the instructor and Dean must sign the Add/Drop form giving approval for the student to add the course. Once the class has met, you may deny a student’s request to add your class. Students must also have the instructor and division dean’s approval to add a course that is filled to capacity prior to the first day of class for the specific term. The student should have the form completed before you sign and is responsible for returning the form to the Registrar’s office.

GRADING POLICY

Submitting Mid-Term Grades - The purpose of a midterm grade is to identify how students are doing in their courses and to identify where improvements are needed. Faculty report grades of A-F or S-U. Midterm grades are collected for sixteen week and College Credit Plus courses, and not flex courses.

During the seventh week of the 16 week term, faculty will report midterm grades. During the eighth week students are emailed about midterm grades. Students can refer to academic resources available at the college or are able to make an informed decision on whether or not to withdraw from a course.

The process for reporting of midterm grades:

- Faculty are to be utilizing the gradebook feature in our Learning Management System (LMS) – Sakai, for documenting and tracking student course grades.
- Grades will be exported from Sakai and imported into the Banner system at approximately 6 AM on the designated import day.
- Faculty must enter any F or U grades, plus the last date of attendance, into MyNSCC. These are not imported from Sakai.

- If any course grades in Sakai are not accurate, you should enter the correct grades into MyNSCC.
- If you do not want your grades from Sakai imported into MyNSCC, faculty will need to enter student grades into MyNSCC manually.
- You may enter your grades into MyNSCC at any time, before or after that 8 AM import.
- Any grades entered before 8 AM will NOT be replaced with the Sakai course grade.
- You can edit the imported grades any time between the import and when grades close at 10 AM.

Also, **be sure to enter zeros for any unsubmitted work!** Sakai's Gradebook does not count ungraded items towards the students total points in the class, so leaving items blank will result in inflated grades.

Steps to enter midterm grades manually:

- 1) Log into myNSCC
- 2) Click "Faculty" in the navigation bar.
- 3) The Faculty Dashboard will appear to the right and display all your courses.
- 4) Find the course to view the class list.
- 5) Click the SINGLE PAGE DOCUMENT Icon to enter midterm grades.
- 6) To view another course, click on the myNSCC browser tab at the top and go back to the Faculty Dashboard and select next course.

Midterm grades are not recorded on a student's permanent record or transcript. They will be displayed in Degree Works® to assist students and academic advisors. The midterm grade is replaced with the final grade.

Submitting Final Grades - As previously stated, faculty are to be utilizing the gradebook feature in our Learning Management System (LMS) – Sakai, for documenting and tracking student course grades.

Final grades must be entered into Sakai. Due dates are posted on the Faculty & Staff web page, under "Attendance Verification, Refund/Withdrawal and Final Grade" link.

As with midterm grades, final grades will be exported from Sakai and imported into the Banner system on the designated day. The process is the same (see above).

All instructors should plan their work to meet the deadline to enter final grades. Review your class list frequently and two weeks before the term be sure there are no discrepancies between your class list and students attending the course.

Any discrepancies must be resolved two weeks before the end of the term.

Steps to enter grades are as follows:

1. Login to myNSCC.
2. Click "Faculty" in the navigation bar.
3. The Faculty Dashboard will appear to the right and display all your courses.
4. Find the course to grade.
5. Click the Double Document icon to enter Final Grades.
6. Select the grade from the drop-down list for each student (enter Last Date of Attendance for failing grades and leave the Attend Hours blank). Developmental courses have grades of "S" or "U"
 - a. If a "W" or "AU" already appears in the grade box, no other grade can be assigned.
7. Click Submit
8. Grades can be submitted for all or a few students and/or changed until the due date and time when the grades are rolled to college history.

9. If you have more than one course, click the myNSCC browser tab at the top and go back to the Faculty Dashboard and select the next course.
10. **To verify submission**, go to Final Grades and view submitted grades for the CRN or logout of myNSCC and then login and view final grades.

INCOMPLETE GRADES

To qualify for an Incomplete grade, a student must meet all of the following criteria:

- Student was unable to complete the work due to reasons beyond their control
- Student is currently passing the course
- To date 75% of course work is completed
- Course completion can be done without classroom instruction

The grade of incomplete must be accompanied by a completed Incomplete Grade Contract which indicates the specific procedures and deadlines for fulfilling course requirements. Course work must be completed by the deadline established by the instructor but no later than the end of the next semester for fall and spring terms and September 15 for summer term, whichever is earlier.

All incomplete grade contacts must be approved and signed by the division Dean. The form can be obtained in Appendix D of this handbook, or on the U:/ drive in the Forms folder. The form must be submitted to the Registrar's Office by the final grade deadline. The Registrar's Office will post the "I" grade. Students who fail to complete the requirements of the contract in the specified time will receive a failing grade. If you are giving an incomplete and not planning to teach the following semester, you must leave materials and written instructions with your division dean so the student can complete the requirements.

"None" - **Do not leave a grade blank** for a student. If there is no indication of a proper withdrawal (a "W" in the grade filed), you must supply a grade. If a student stops attending, does not withdraw and does not see you about arrangements to complete the course, they have earned an F. If the student never attended, then an "F" grade is posted with a "0" entered into the Attend Hours Column.

GRADE CHANGES

Mistakes in grading do happen. When you become aware of an error and need to make a change in a grade reported to the Registrar, you must complete a Change of Grade form available in the Registrar's office. Sign the form and return it to the Registrar to remove the grade from the student's record. You may also use your NSCC email and include all needed information (i.e. ID, name, course number, original grade, new grade, and reason for change). No changes will be accepted over the phone.

GRADING SCALE

The quality of course work is indicated by letter grades which are used to determine a student's cumulative point average. The College uses the four-point grading scale. Consult your division dean for the specific grading scale used by the academic division. Grades should be awarded according to the following standard (+ and - grades are **not** used):

- A Superior** - Honor grade indicating excellence. Earned as a result of a combination of some or all of the following as outlined by the instructor in the course handout: superior examination scores, consistently accurate, and prompt completion of assignments; ability to deal resourcefully with abstract ideas, superior mastery of pertinent skills, and excellent attendance. Probable success in a field relating to the subject or probable continued success in sequential courses.

- B Above average** - Honor grade indicating competence. Earned as a result of a combination of some or all of the following as outlined by the instructor in the course handout: high examination scores, accurate and prompt completion of assignments, ability to deal well with abstract ideas, commendable mastery of pertinent skills, and excellent attendance. Probable continued success in sequential courses.
- C Average** - Standard college grade indicating successful performance earned as a result of a combination of some or all of the following as outlined by the instructor in the course handout: satisfactory examination scores, generally accurate and prompt completion of assignments, ability to deal with abstract ideas, fair mastery of pertinent skills, and regular attendance. Sufficient evidence of ability to warrant entering sequential courses.
- D Substandard but receiving credit** - Substandard grade indicating the student has met only minimum requirements as outlined by the instructor in the course handout. Earned as a result of some or all of the following: low examination scores, generally inaccurate, incomplete or late assignments, inadequate grasp of abstract ideas, barely acceptable mastery of pertinent skills, irregular attendance, insufficient evidence of ability to make advisable the enrollment in sequential courses. Does not satisfy requirements for entry into courses where prerequisites are specified.
- F Failure** - Non-passing grade indicating failure to meet minimum requirements as defined by the instructor in the course handout earned as a result of some or all of the following: non-passing examination scores, inaccurate, incomplete or late assignments, failure to cope with abstract ideas, inadequate mastery of pertinent skills, and repeated absence from class. Does not satisfy requirements for entry into courses where prerequisites are specified.
- I Incomplete** - Incomplete work. Student must complete work by the end of the following semester or grade will change to F. You must turn in an Incomplete Grade Contract to the Registrar's Office by the final grade due date. The Registrar's Office will post the "I" grade.
- S Satisfactory** - Satisfactory work in a developmental course
- SC Satisfactory Credit** – Passing grade ("C" or higher) for elective courses taken on pass/fail basis. Credits included in hours earned.
- U Unsatisfactory** - Unsatisfactory work in a developmental course
- UC Unsatisfactory Credit** - Failing grade for elective courses taken on pass/fail basis.
- W Withdrawal** – A "W" grade will be issued to students who officially withdraw from a class prior to the end of the eighth week of the semester for a full 16-week course or the end of the fourth week for an eight week course. A "W" grade is not available for courses meeting less than three weeks. If a "W" grade is not listed on the final grade sheet, a grade must be issued.

**Flexibly scheduled classes withdrawal dates will be prorated and are based on a part of term and can be found in the calendar/schedule link on homepage.

ACADEMIC HONESTY

Academic Honesty Students and faculty are expected to engage in their academic work with integrity and respect for others. Students are expected to submit academic work that reflects their own original thought and is their own. Any misrepresentation in academic work, including plagiarism, is a form of academic

dishonesty. Academic Honesty applies equally to all course types and delivery methods, including online courses.

Examples of academic dishonesty include but are not limited to:

- Plagiarism – representing the words or ideas of another person as your own without identifying the source.
 - Using the exact words from a source, including cutting and pasting from a Web site, without both quotation marks to indicate the extent of the material borrowed and a citation of the original source.
 - Paraphrasing or summarizing ideas from a source without proper citation. Submitting work written or created by another, whether such work is written by a friend, an author, or is downloaded from the internet.
 - Quoting from an unacknowledged source during an oral presentation.
 - Patching together a work using phrases and ideas borrowed from a number of different sources without proper citation.
 - Accepting assistance or collaborating with other students beyond what is explicitly permitted by the faculty.
- Cheating - The use of unauthorized or prohibited materials. Students, who intentionally use or attempt to use unauthorized information in any academic exercise, including computers or exams, are cheating. This may include computers, mobile devices, textbooks, exams, or student notes.
- Cooperating with another person in academic dishonesty, such as, taking an exam for another student, having another student take an exam for you, or exchanging information with another student during or after an exam.
- Copying from or looking at another person’s exam or allowing another student to copy your exam.
- Obtaining unauthorized copies of an exam prior to exam time.
- Intentionally falsifying information in an academic exercise or clinical/ laboratory record.
- Unauthorized resubmission of coursework for more than one course.

Disciplinary Penalties for Academic Dishonesty

- A. The faculty member who detects academic dishonesty and the division dean will handle the discipline. In the event the faculty member is the dean, the Vice President for Academics handles the discipline. Each action will be documented in writing and the faculty member will be notified.
- B. For a first time offense, a grade of “F” will be issued for the project, paper, test, or whatever assignment in which academic dishonesty has occurred. A faculty member may have other penalties specified in the course syllabus. The faculty member will impose the grade.
- C. For a second offense, not necessarily in the same course, a grade of “F” will be issued for the course in which academic dishonesty has occurred. The Vice President for Academics will inform the faculty member of the second offense, and the faculty member will impose the grade. The Vice President for Academics will inform the student.
- D. For a third offense, not necessarily in the same course, a grade of “F” will be issued for the course in which academic dishonesty has occurred. Additionally, any student who has been involved in three (3) offenses, not necessarily in the same course or semester, will be dismissed from the College immediately for one (1) semester (excluding summer). Upon readmission to the College, any future offense will cause the student to be dismissed immediately with no right to readmission. The Vice President for Academics will be responsible for imposing dismissal.
- E. The student may appeal any disciplinary action by following the steps of the grievance procedure.

Reporting Cases of Academic Dishonesty

- A. Within seven (7) days in which classes are held after the incident is discovered, the faculty member will file a written report of the incident with the division dean and the student charged. The report

will include: the particular violation alleged, when the incident occurred, when it was discovered, the names of all students involved in the incident, and the action taken.

- B. The division dean will forward the report to the Vice President for Academics to be placed in an academic dishonesty history file.
- C. Any such report will be removed and destroyed upon the student's meeting graduation requirements.



**ACADEMIC
SUPPORT**

2020-2021

ADMISSIONS

The Admissions Department consists of two recruiters, two CCP advisors, a data entry/testing coordinator, an administrative assistant, and the director with offices located in C100. Office hours are: Monday - Thursday 8 a.m. – 6 p.m. and Friday 8 a.m. – 4:00 p.m. The office has the primary responsibility of recruiting new students; therefore, being the first contact many students have with Northwest State Community College. Admissions staff will enter the student in the system, determine if the student needs to schedule placement testing, and assist with registration of CCP and guest students. The main phone number is 419.267.1320.

Prior to registration, all degree or certificate seeking students should be evaluated or show evidence of successful completion of college-level coursework in math and English. For students who do not have evidence of prior acceptable coursework, the placement testing or ACT test is required. An appointment is required for taking the placement test. Students need to contact the Admissions Office or make a reservation online at the NSCC website.

ADVISING CENTER

Academic and Faculty Advisors are available to help students navigate academic programs and resources. Advisors specialize in serving students by:

- Developing a pathway to graduation
- Reviewing program requirements and course recommendations
- Listening to student concerns and providing direction to resources
- Providing a connection to transfer and career options

There are two types of advisors at NSCC:

- Academic Advisors assist new students in the first 15 credit hours of the degree or certificate program. The advisor will work with the student to develop an academic plan and register for classes.
- Faculty Advisors will assist returning students that are beyond 15 credit hours in the degree or certificate program. Faculty advisors provide advice and support for program specific topics, such as, transfer options and career paths within the discipline.

Students and advisors have access to DegreeWorks, a degree audit program that lists the courses, including student success coursework, needed for degree completion. DegreeWorks can be accessed through myNSCC or directly accessed at <https://degreeworks.northweststate.edu/> by students and faculty advisors. Advisors should log in as themselves to access student information and NEVER ask for the student's login information.

Students should visit myNSCC to locate the assigned Academic and Faculty advisor or contact the Advising Center at advising@northweststate.edu or 419-267-1390 to schedule an appointment.

ACCESSIBILITY SERVICES

Academic accommodations are available for students under the Americans with Disabilities Act. Eligible students are instructed to communicate with the faculty to receive accommodations. The instructor should ensure that course materials are accessible per the accommodations.

To view students with accommodations:

- 1) Visit northweststate.edu

- 2) Click myNSCC at the bottom left corner
- 3) Enter your N# and password
- 4) Click Faculty on the menu bar

Note: Students are listed by course on the right side of the page.

Any faculty questions, concerns, or students who wish to investigate academic accommodations should first contact Cassie Rickenberg at 419-267-1334 or visit the Advising Center in C140.

ACADEMIC EARLY WARNING SYSTEM

GOAL: To increase students' academic success by linking students to appropriate support services. The Student Success Center at Northwest State Community College has an Academic Early Warning System to facilitate the process for faculty to refer students to appropriate College support services when necessary. The Student Services includes: Accessibility Services, Career Services, Student Activities, Success Center, and Testing Services.

The Academic Early Warning System includes referrals to Student Success Center staff for a variety of support measures such as tutoring, educational planning, disability accommodations, and career planning **and includes lack of attendance reporting**. Reporting for lack of attendance is most effective if it is reported **within** the first 3-weeks for the course.

If your attempts to interact with a student have been unsuccessful or if you need additional support for a student in your course, please create an online referral through the faculty tab on myNSCC. Click “Academic Early Warning System” and then “Create New”.

BUSINESS OFFICE

The Business office is located in C130 and the office hours are: Monday – Thursday 8:00 a.m. – 6:00 p.m. and Friday 8:00 a.m. – 4:00 p.m. The summer hours may vary. The Business Office handles a variety of services for students and employees. The main functions concerning employees are Payroll, Accounts Payable, and Finances including budgeting and petty cash reimbursements. The main phone number is 419.267.1311.

For students, the Business Office processes payments, sets up tuition & fee installment plans, company deferment plans and provides company billings and student semester statements. Student account refund checks are sent out by the Business office. The Business office also process the dropping of students for non-payment prior to the start of each semester and handles collection efforts on past due accounts.

CAREER SERVICES

The Career Services Office provides assistance with career decision making and job placement both on campus and off campus. The coordinator also has occupational information, job postings and computer software to help students explore the best career options to fit personality and interests. Personalized career counseling is available to students, as well as regular workshops on topics relevant to the world of work. For more information, contact the Career Services Coordinator in office A105J or 419.267.1330.

COUNSELING SERVICES

NSCC has a Campus Counseling Center that provides counseling services for depression, stress, abuse, or other life issues. There are 3 free visits available to NSCC students. Students should call or text NSCCHELP to 419-591-6487 for services. The Campus Counseling Center is located in A105F.

FINANCIAL AID

The Financial Aid Office is located in C110 and the office hours are: Monday – Thursday 8:00 a.m. – 6:00 p.m. and Friday 8:00 a.m. – 4:00 p.m. The Financial Aid Office email is finaid@northweststate.edu and the main phone number is 419.267.1333. The Financial Aid office deals with funding of students with government grants, student loans, scholarships, etc. They handle verifications of income to ensure eligibility as well as review academic standings for continued eligibility. Appeals are also handled in the office in the event that a student is placed on Financial Aid suspension for a variety of reasons.

Financial aid is adjusted based on student's enrollment, credit hour completion, length of eligibility for degree completion, and GPA standing. Students must successfully complete 67% of classes for which they register to remain in good standing; therefore, withdrawing from a class can affect a student's financial aid.

A **Financial Resource Counselor** is available on campus to provide information and referrals to available community resources to further assist students with financial needs. Direct students to the financial aid office or contact 419-267-1333.

LIBRARY

The NSCC Library is the academic information center of campus. Several core resources and services are available:

1. Print book collection
2. DVD collection
3. Closed Reserve materials (for specific courses)
4. Library website for launching research: <http://library.northweststate.edu>
5. Personalized, in-person research assistance upon request
6. OhioLINK access – a state consortium of over 100 academic and public libraries
7. Interlibrary loan – for items not available at our library or through OhioLINK
8. Quiet study rooms
9. High-volume black and white printer (utilizing PaperCut)

The library hours can vary depending on the time of year. The best place to check current hours is using the dynamic Google calendar on the website: <https://northweststate.edu/library/library-hours> or, if you're on campus, stop by to see if our "Yes, We're Open!" sign is on the door.

A Research and Writing Support site is available in Sakai that gives students 27/7 access to information and tips for writing successful papers. This is a "joinable site" and if you or your students need assistance gaining access, please contact us. (Students in composition classes are automatically added to the site each semester.)

Reserve Materials

"Closed Reserve" is a designated area for instructors to place any materials for students to have access to for limited periods of time. Materials on "closed reserve" can be any type of study material: photocopies of articles, books, videos, DVDs, and CDs.

There are two "closed reserve" circulation periods: 4 hours, or 48 hours which allows the material to go out overnight. Instructors must indicate which circulation period will work for their reserve materials. Resource Management/Request Forms for submitting closed reserve items are available at the circulation desk or can be e-mailed to you upon request. Please include the items you want on closed reserve with the form if they are not part of the library's collection. It is also possible to "tag" items for courses for placement on open shelves.

Requesting of items for the collection

The Resource Management/Request form can also be used for submitting requests for purchase to the Library. We welcome suggestions from faculty, staff, and students. Please note that we make purchasing decisions with a limited budget using specific criteria. You will be notified via email whether or not your request is approved.

Library Staff

Kristin Rotroff, Director, krotroff@northweststate.edu

Dustin Harris, Library Assistant, dharris@northweststate.edu

General Library Email, library@northweststate.edu

REGISTRAR

The Registrar's Office is located in C120 and the office hours are: Monday – Thursday 8:00 a.m. – 4:30 p.m. and Friday 8:00 a.m. – 4:00 p.m. The office is open until 6:00 pm two nights each week, typically Monday and Tuesday. The Registrar's Office email is registrar@northweststate.edu and the main phone number is 419.267.1395. The Registrar's office handles a variety of services for students. Academic records for the students are maintained in the office including: processing academic transcript requests, assisting in address changes, name changes, change of majors, transfer credit evaluations, review out-of-state fee waiver requests, enrollment verifications, and degree verifications. Students may also obtain information regarding their myNSCC accounts along with certifying Veteran's Educational Benefits.

The office also informs and upholds academic policies, communicates important dates of term to the campus community, manages attendance verification of students, processes final grades, and determines refund and withdrawal dates for courses. The Registrar's office serves as the compliance office of FERPA (Family Educational Rights and Privacy Act) at NSCC.

STUDENT ACTIVITIES

Students at NSCC have a variety of special events and clubs available to them. All students are welcome to get involved! We realize that some students may only be able to come to one activity per year, while others might want to be much more involved. Any level of participation is encouraged. For more information, contact Student Activities Coordinator at 419.267.1330.

STUDENT FACILITIES

There is a Fitness Room located in E2005 for students and employees to use. There is no cost for the Fitness Room and the hours are: Monday-Thursday 7:30 a.m.-10 p.m., Friday 7:30 a.m.-3:30 p.m., and Saturday 8 a.m. – 12 p.m.

There is also a game area in the second level of the atrium.

STUDENT ORGANIZATIONS

3Dt Printing Club – This club helps students develop an understanding of 3D printing and its applications. Advisor: Colin Doolittle, cdoolittle@northweststate.edu

Alpha Delta Nu Nursing Honor Society – The goal of the Alpha Delta Nu Nursing Honor Society is to recognize the academic excellence of students in the study of associate degree nursing. The group works to promote scholarship and academics in the profession of nursing, as well as encouraging the pursuit of advanced degrees in the profession. As provisional members or candidates of the Alpha Delta Chapter of the Alpha Delta Nu Honor society, students have had to maintain a cumulative GPA of 3.0 or higher and have earned a grade of “B” or better in each of their nursing classes. Students have also had to demonstrate conduct on campus and in the clinical areas that reflects the highest levels of integrity and professionalism. Advisor: Annette Oberhaus, aoberhaus@northweststate.edu

Alumni Association - Membership in the Northwest State Alumni Association is automatically granted to any graduate of the college and to any former students who meet the credit hour criteria. The Alumni Association's mission is to engage alumni interest while promoting loyalty and strengthening relationships with students, community and alumni. For more information, contact Director of Development at 419.267.1460.

Dean's Leadership Cluster – The Dean's Leadership Cluster (DLC) is a group of high impact students who have earned Presidential and Honors Scholarships. Members are dedicated toward achieving excellent grades, majoring in business, allied health, and soil/crop management. They attend courses full time and have part-time jobs in their respective fields of study. They also serve their institution and community by volunteering for diverse initiatives. These students represent the future leadership in northwest Ohio. Part of the experiential learning is in meeting business leaders locally and across the country. Advisors: Ron Scozzari, rscozzari@northweststate.edu and Lisa Becher, lbecher@northweststate.edu

evMotorsports – The future of transportation is changing. This group will be working each year to prepare an electric powered go-kart for a collegiate evGrandPrix ix racing event. The event represents an innovative approach to developing the next generation of automobile powered by electricity. Advisors: Dave Mohring, dmohring@northweststate.edu and Colin Doolittle, cdolittle@northweststate.edu

Kappa Beta Delta Honors Society – KBD is an honor society for students who are enrolled in a business major and attaining a 3.5 GPA after completing 18 or more credit hours. An induction ceremony is held for eligible students during the fall and spring semesters. Advisors: Bill Eichenauer, beichenauer@northweststate.edu and Lisa Becher, lbecher@northweststate.edu

Northwest State Cryptic Cyborgs – Affiliated with FIRST Robotics, this group will problem solve, design and build a robot to solve an obstacle course at competitions. The team is comprised of high school students enrolled at Northwest State through the College Credit Plus (CCP) program. Advisor: Jim Drewes, jdrewes@northweststate.edu

Phi Theta Kappa Honors Society

The Phi Theta Kappa Honors Society is an honor and service organization for students attaining a 3.5 GPA after completing 18 or more credit hours. An induction ceremony is held for eligible students during the fall and spring semesters.

Advisor: Amy Drees, adrees@northweststate.edu and Kaitlin Rohrs-Cordes, krohrcordes@northweststate.edu

SBO – Student Body Organization

SBO is responsible for promoting academic, recreational, and social activities for students. Some of the events that SBO is responsible for are Welcome Back Week, Chili Cook-Off, and Spring Fling.

Advisor: Michael Jacobs, mjacobs@northweststate.edu

Society of Women Engineers

Society of Women Engineers is a group that promotes and supports women in STEM fields. The group plans outreach projects, including volunteer activities and visiting area school and youth organizations to promote women in STEM. Members can also hear from guest speakers about their experience in engineering. The group is open to all Northwest State students.

Advisor: Marianna Doolittle, mdoolittle@northweststate.edu

SUCCESS CENTER

Student success is a priority at NSCC. The Success Center is designed to enhance student's success by providing the staff, facilities, and resources necessary to support and empower students to achieve their potential. All services and resources are free of charge and easily accessible. The Success Center Welcome Desk is located on the first floor of Building A just outside the east entrance doors of the Library. For more information, contact the Success Center Supervisor at 419.267.1457.

Services available include: individual and group tutoring, e-tutoring – an on-line tutorial service, and walk-in Academic Labs (Math, Writing, Life Sciences, and Nursing).

Tutoring for students is available at no charge. Please announce the availability of tutoring assistance at your first class session and/or list it in the course syllabus. Encourage students to seek help early.

Additionally, if you have an excellent student(s) in your class, you are welcome to contact the Success Center Supervisor to recommend that student as a tutor. It is important to find good peer tutors, as well as the faculty tutors that work at the Success Center.

Students can request tutoring by logging in to myNSCC and clicking on the Academics tab. A link is available for tutoring, as well as instructional information. If further assistance is needed, students are welcome to visit the Success Center during open hours or contact Cherie Rix at 419-267-1457 or tutoring@northweststate.edu. **The Success Center is open the following hours:** Monday – Thursday 8 a.m. – 5:30 p.m. and Friday 8:30 a.m. – 12:00 p.m.

TESTING

Make-up Tests - Make-up testing procedures have been implemented that should aid in addressing confidentiality and security issues brought about by the volume of make-up testing requests. All make-up testing will be proctored by staff during designated testing hours. Testing times are as follows:

Monday and Tuesday 11:00 a.m. – 5:30 p.m., Wednesday 10:00 a.m. – 4:00 p.m., and Thursday 9:00 a.m. – 3:00 p.m.

If you have a student who is unable to test during these designated testing hours, please contact the Success Center Coordinator at 419.267.1457.



**DIVISION
INFORMATION**

2020-2021

CLASSROOM & LAB ASSIGNMENTS

Classrooms are assigned by the Vice President for Academic's office. If there is a problem with a classroom assigned to you, please email Carrie Baynes, Executive Administrative Assistant at cbaynes@northweststate.edu. Please remember space is limited. **Do not make changes without notification!** We must be able to locate you and your students in an emergency. Room assignments are posted on the plasma screens throughout campus during the first week of classes. Room assignments begin with A, B, C, E, or H (indicates which building) and are followed with numbers (indicates room number), for example, A203.

As an instructor, you are responsible for leaving the classroom and/or laboratories clean and the equipment in working order. Be sure the lights are off, equipment areas are locked, and the classroom is arranged as you found it.

EMAIL

Faculty - Email is the primary mode of communication used for announcements so it is important to check it often. All faculty have Northwest State e-mail accounts set up for them in Google Mail (Gmail). The account name usually will be first initial, lastname@northweststate.edu i.e. jsmith@northweststate.edu. If you experience difficulties with your NSCC accounts, including email, please contact the Technology Helpdesk for assistance at 419.267.1461.

It is important that you use this e-mail account when communicating with your students electronically. Campus announcements are also communicated via email so it is important to check it often. This will also significantly diminish your liability in the case of a student being a victim of unlawful communication, such as sexual harassment. Since the College has full control over its email services, we can block the offending student and provide data to authorities if needed. ****Note:** If you would like to send an email notification out to the entire campus you must receive approval from either the President's Office, or one of the Vice President's prior to the email being sent. A copy of the email must be submitted for approval to be granted. You may forward your NSCC email to another email account; however, you should not respond to an NSCC email through your other account. Please remember to respond to any emails through your NSCC account.

Students - We communicate with students via a northweststate.edu e-mail account from the College. Instructors are also able to email their class through Sakai. Students will automatically be assigned an email address. Their email address will be available on the student's home page in myNSCC. Students will still have the option of forwarding e-mail from their College account to a different e-mail address, if they so choose.

E-PORTFOLIO

E-portfolio is a graduation requirement for an Associate Degree and is a collection of student writing which allows the College to evaluate how well it is fulfilling its goals of teaching students to write and to think critically. Effective Fall 2018, the portfolio requirement for graduation should include:

- The proposal essay from ENG 111 including Works Cited page.
- A late program essay; from the student's technical program (or for an Associate of Arts or Associate of Science student, from the intended area of study upon transfer) that meets both communications and critical thinking requirements.

Faculty can facilitate portfolio submissions by identifying potential assignments that would qualify for submission to the portfolio and reminding students to upload their submissions through myNSCC.

CLASSROOM SUPPLIES & EQUIPMENT

Dry erase markers will be distributed to each faculty member at the beginning of each semester. Each faculty member will be responsible for bringing their markers to class. Throughout the semester, replacement markers can be obtained from your division Administrative Assistant.

Equipment is available on a first-come, first-serve basis. Some equipment is available for off campus use as long as it is not needed on campus during that time. Check with the IT Help Desk for availability as they are responsible for scheduling and delivering equipment. We ask that equipment is not moved without first notifying the Help Desk. Individual instruction is available by appointment.

Requests for equipment from the Help Desk must be made at extension 1461 or via email at helpdesk@northweststate.edu. Blanket requests for the entire semester should be made as soon as possible. If there are dates during the semester that the equipment is not needed, please let the Help Desk know in advance. Please report equipment problems as soon as possible. When calling regarding a problem, please have the model type available. The Help Desk will repair or replace the equipment as soon as possible after you call.

DISCIPLINE PROBLEMS

Discipline problems seldom occur in the classroom. However, if a problem should arise, you should attempt to handle the problem yourself. If the problem requires further attention, notify your division dean. There are also security telephones in each hallway that dial directly to campus police if you need their assistance immediately. Classrooms are equipped with phones to contact Campus Police which can be reached at ext. 1452, 419-572-1773, or by dialing “3” on any classroom phone.

STUDENT GRIEVANCE POLICY

Forms for the grievance policy can be obtained from the division dean or administrative assistant. Resolution of a problem, whether academic or administrative, can be achieved through proper channels or authority and may be resolved at any level of the due process and grievance procedure. Any student filing a grievance must follow the step-by-step procedure found in the Institutional Policies and Procedures section of this handbook.

MAILBOX

***** CHECK YOUR MAILBOX EVERY TIME YOU ARE ON CAMPUS ***** Faculty mailboxes are in the Copy Center, inside the Atrium. Adjunct faculty are assigned mailboxes each semester.

OFFICE HOURS

Please inform your students at the first class session when and where you will be available outside of class time for questions and individual assistance. Usually instructors make time available before or after class and make other appointments as needed for more individual help. Posting your office hours on your office door is a convenience to all. Office hours should also be posted in myNSCC:

1. Sign into myNSCC and select Banner Self-Service under the Home Tab.
2. Log in
3. Select the Faculty Services Tab
4. Under the Faculty Services Tab click Office Hours
5. Choose the Term desired and click “Submit”
6. Choose the appropriate Course Reference Numbers (CRNs) for the course you are teaching
7. Enter the information detailing the Office Hours for the Term and then select “Submit”
 - a. Be sure to click “Display” for each line so it shows up on the NSCC student pages
 - b. Location is your office number
8. If you are teaching more than one course for the term, select another course (one-at-a-time) from the “Copy to” box and click “Submit”

The college will not give out your home address and phone number to students. They may contact you through your faculty mailbox or college email. Frequently, however, part-time instructors do give students their home, business phone numbers, or e-mail address; however, it is recommended to use your college email. Students are usually quite responsible about calling, but it is your decision.

OFFICE & CLASSROOM KEYS

Northwest State has gone to a keyless access control system for added safety and security. You will be issued an ID badge that will serve as your key card to access classrooms, labs, and offices.

If unable to unlock an assigned classroom or office to which you need immediate access, please contact your division dean, administrative assistant, or campus police for access. If you experience repeated instances of inaccessibility to your assigned areas with your ID badge, notify your division dean or the IT Helpdesk for assistance.

Regulations for Access via ID Badges:

1. Faculty offices, classrooms, and lab access may be obtained if so designated by the division dean.
2. ID badges are obtained through the campus police.
3. When an employee leaves employment of the college, ID badges are to be returned to the campus police or Human Resources office.
4. If an ID badge is lost, it must be reported to the Campus Police and the cost of the new badge may be charged.
5. Adjunct Faculty are required to turn in their ID badge to their division dean at the end of the semester, unless teaching the next semester.



**INSTITUTIONAL
POLICIES & PROCEDURES**

2020-2021

Note: The full procedures can be viewed on the College shared drive or obtained from the Office of the Vice President of Human Resources and Leadership Development.

3358: 14-3-19 **Equal Opportunity and Non-Discrimination/Anti-Harassment**

Effective date: Revised 11/26/2018

POLICY STATEMENT:

Northwest State Community College is committed to maintaining a workplace and academic environment free of discrimination and harassment. Therefore, the college shall not tolerate discriminatory or harassing behavior by or against trustees, employees, vendors, customers, students or other persons participating in a college program or activity.

Employees and students are expected to assist in the college's efforts to prevent discrimination or harassment from occurring. Administrators, supervisors, and employees who have been designated to act on behalf of the college are specifically responsible for identifying and taking proper action to end such behavior.

While the college does not tolerate any form of discrimination or harassment, the Non-Discrimination/Anti-Harassment Policy and related procedures are intended to cover discrimination and harassment based on a protected class. Protected classes for purposes of this policy are age, ancestry, color, disability, familial status, gender, genetic information (GINA), military or veteran status, national origin, race, religion, sex, and sexual orientation, or any other bases under the law. Through this and related policies, the College acknowledges and complies with its duties under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, as amended, the Pregnancy Discrimination Act, and relevant state and local laws, by setting forth comprehensive frameworks for receiving, processing, investigating, and resolving complaints.

Anyone who is subjected to conduct that creates an intimidating or hostile environment, regardless if the conduct is based on a protected class, shall report the conduct to a person outlined in Section (E) of this policy. If Human Resources determines that the conduct alleged to be creating an intimidating or hostile environment is not based on a protected class, the report may be referred for remediation according to the relevant policy.

In furtherance of these expectations, employees must participate in required training.

(A) DEFINITIONS OF DISCRIMINATION/HARASSMENT

As used in this policy, the following terms are defined and will be adhered to as follows:

1. Discrimination – occurs when an adverse employment action is taken and is based upon a protected class. Discrimination may occur in several forms, such as:
 - a. Disparate Treatment - when a person, or a group of people are treated less favorably than another person or group of people on the basis of a protected class.
 - b. Disparate Impact - when a college policy, practice or decision is based on neutral factors that have an adverse impact on a protected class.
2. Harassment* – (1) Unwelcome, protected class-based physical non-verbal or verbal conduct that (2) is sufficiently severe, persistent or pervasive that (3) it unreasonably interferes with, denies, or limits and individual's ability to participate in or benefit from the university's education and employment programs and activities; and (4) is based on power differentials (quid pro quo) or the

creation of a hostile environment. *This definition does not include sexual harassment/misconduct, for policies related to those see Policy 3358:14-3-35.

a. Hostile Work Environment - occurs when the conduct at issue is sufficiently severe or pervasive that it creates an intimidating, abusive or offensive environment regarding employment or academic decisions for a person in a protected class. A single instance of discrimination may be sufficient to create a hostile work environment.

(B) DISCRIMINATION/HARASSMENT INDICATORS AND EXAMPLES

(1) Examples of discrimination/harassment include, but are not limited to the following:.

- i. Conduct that explicitly or implicitly affects an individual's or group's employment or academic achievement; unreasonably interferes with an individual's work performance or learning ability; and/or creates an intimidating, hostile or offensive work, or academic environment when that person belongs to a protected class;
- ii. Verbal behaviors or comments, slurs, jokes, recordings, videos, music and personal references or use of negative terms used to identify someone in a protected class;
- iii. Non-verbal, offensive, graphic communication (i.e. obscene hand or finger gestures), bullying, demeaning, insulting, intimidating, or suggestive written material, email, posters, graffiti, cartoons, other electronically transmitted messages or use of social media which are directed at someone because of a protected class;
- iv. Any other conduct that has the effect of creating an intimidating, hostile, offensive work environment, or unreasonably interferes with a person's work or academic environment based on a protected class.

(C) CONSEQUENCES OF DISCRIMINATION/HARASSMENT

a. Employees - any employee found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

b. Students - any student found to be in violation of this policy will be subject to review and resolution in accordance with the Student Code of Conduct Policy 3358:14-5-08 and may be subject to disciplinary action in accordance therewith.

(D) REPORTING RESPONSIBILITIES AND FILING A COMPLAINT

a. Anyone who believes that an administrator, any employee, supervisor, student, or non-employee's behavior constitutes discrimination or harassment has a responsibility to report the behavior/action as soon as it is known so that the college may administer this policy.

i. Allegations can be made by individuals who are directly involved in, who observe, or who receive reliable information that discrimination/harassment may have occurred.

b. Complaints Involving Employees: In cases of alleged discrimination/harassment in employment or if the victim or alleged perpetrator is an employee, the complaint may be made to any of the following:

- i. the Title IX Coordinator or Deputy Title IX Coordinator;
- ii. an employee of Human Resources; or
- iii. an employee of the NSCC Police Department.

c. Complaints Involving Students: In cases of alleged discrimination/harassment when the victim and/or alleged perpetrator is a student, a potential student, or someone participating in a college-sponsored event or activity, the complaint may be made to any of the following:

- i. the Title IX Coordinator or the Deputy Title IX Coordinator;
- ii. the Vice President of Academics;
- iii. an Academic Dean; or

- iv. an employee of the NSCC Police Department.
- d. Any person designated to receive complaints under this policy who has direct or constructive knowledge of alleged discriminatory or harassing behavior must immediately report the behavior to the Office of Human Resources, Title IX Coordinator, Chief Student Affairs Officer or Deputy Title IX Coordinator. Failure to do so may result in disciplinary action, up to and including termination of employment.
- e. Emergency: Any person seeking immediate assistance or relief from bodily danger or a threat of bodily danger should immediately contact the Northwest State Community College Police Department at 419-267-1452 or by dialing 9-1-1.
- f. Reporting: Complaints made in good faith will not be held against an employee or student in any way.
 - i. Any employee who knowingly or maliciously makes a false or frivolous allegation of discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.
 - ii. Any student who knowingly or maliciously makes a false or frivolous allegation of discrimination or harassment will be subject to the process outlined by the Student Code of Conduct Policy 3358:14-5-08.

(E) ACADEMIC FREEDOM/FIRST AMENDMENT GUIDELINES

- a. The college is committed to providing a safe, anti-harassing, and nondiscriminatory environment that protects the civil rights of individuals, per College policies and in compliance with state and federal law, and the college recognizes the value of academic freedom in the classroom.
- b. College policies are not intended to restrict serious discussion of controversial issues in the academic classrooms or trainings. In light of this, to minimize the potential for multiple claims that course content is discriminatory, harassing or offensive, it is recommended that in courses where such discussions occur, faculty provide a disclosure that the content covered may be controversial. However, employees and students are encouraged to file complaints in accordance with Sec. D in this policy for reasons specified therein.

(F) CONFIDENTIALITY

To the extent possible, all information received in connection with the reporting, investigation, and resolution of allegations will be treated as confidential, except to the extent it is necessary to disclose information in order to investigate, prevent or address the effects of the discrimination/harassment, resolve the complaint or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

(G) RETALIATION

The college, in compliance with federal, state and local law that strictly prohibits it, will not tolerate retaliation in any form against any individual who files a complaint or report, makes an allegation, or who participates in an investigation of discrimination or harassment. Retaliation is a serious violation that can subject the offender to discipline, up to and including termination of employment and/or student status, independent of the merits of the underlying allegation. Allegations of retaliation should promptly be directed to the Title IX Coordinator or Deputy Title IX Coordinator.

(H) College administration will develop procedures related to this policy.

3358: 14-3-35 **SEXUAL MISCONDUCT**

Revised: 11/26/18

(A) **PURPOSE OF THE POLICY**

Northwest State Community College is committed to maintaining an academic, work, and study environment where everyone is treated with dignity and respect and is free of sexual misconduct in any form. Sexual misconduct is a broad term that includes but is not limited to sexual harassment, sexual violence, inappropriate behavior that is of a sexual nature, or inappropriate behavior that is based on sex, and directed towards, by or against employees, students, vendors, customers or persons participating in a college program or activity.

Students and employees are expected to conduct themselves in a manner that maintains an environment free from sexual misconduct. All students and employees have a responsibility to be aware of this policy's contents, to abide by its terms, and to assist in its enforcement. This policy defines expectations for the college, its student, and its employees and establishes mechanisms for determining when those expectations have been violated.

(B) **TITLE IX NOTICE OF NON-DISCRIMINATION**

Title IX of the Education Amendments of 1972, and its implementing regulation at 43 C.F.R. Part 106 (Title IX) provides, "No individual in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

(C) **DEFINITIONS**

i. **Sexual Misconduct** – any unwelcome behavior of a sexual nature that is committed without consent or has the purpose or effect of threatening, intimidating, or coercing a person. Sexual misconduct can occur between persons of the same or different sex.

ii. **Non-Consensual Sexual Contact**- any intentional sexual touching and any other intentional bodily contact in a sexual manner, however slight, with any object, by a man or a woman upon another person that is without consent. Non-Consensual Sexual Contact is a felony in the State of Ohio, defined in Title 29 of the Ohio Revised Code.

iii. **Consent**- a freely and affirmatively communicated willingness to participate in sexual activity, expressed by clear, unambiguous words or actions. It is the responsibility of the initiator of the sexual activity to ensure that he or she has the other person's consent to engage in sexual activity, throughout the entire sexual activity by all parties involved. At any time, a participant can communicate that he or she no longer consents to continuing the activity. Consent may never be obtained through the use of force, coercion, or intimidation; or if the victim is mentally or physically incapacitated, including through the use of drugs or alcohol.

Consent cannot be assumed based on the existence of a previous dating or sexual relationship. The initiator's use of alcohol or drugs does not diminish his/her responsibility to obtain consent.

iv. **Force**- the use of physical violence, threat of physical violence and/or imposing on someone physically to gain sexual access.

v. **Coercion**- unreasonable, intimidating or forcible pressure for sexual activity. vi.

Incapacitation- A mental state in which an individual cannot make rational decisions because they lack the capacity to give knowing consent. Such incapacitation may be caused by alcohol or drug use, sleep or unconsciousness, or physical or mental impairment.

- vii. Retaliation- Adverse action taken against an individual because the individual has engaged in a protected activity (such as filing a discrimination complaint or participating in an investigation of a violation of law or policy). The adverse action can be tangible (such as the giving of a lower grade or unjustified discipline) or intangible (such as the making of verbal threats or derogatory comments).
- viii. Sexual Assault– includes non-consensual vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.
- ix. Sexual Exploitation - occurs when someone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to the benefit or advantage of anyone other than the person being exploited.
- x. Stalking- engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.
- xi. Domestic Violence/Intimate Partner Violence/Dating Violence- violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and/or the frequency of interaction between the persons involved in the relationship.
- xii. Sexual Harassment - conduct of a sexual nature based on a person’s sexual orientation, gender or gender identity and expression that prevents or impairs the full realization of occupational or educational opportunities or benefits. Sexual harassment occurs when this conduct explicitly or implicitly affects or interferes with a person’s ability to pursue the terms and conditions of employment or academic attainment.
 - a. Forms of Sexual Harassment Include: Quid Pro Quo (a.k.a – “this for that”) - is the abuse of power and/or authority. Such behavior is especially harmful in situations where the imposition of unwanted sexual attention is accompanied by an explicit or implicit promise of employment, academic success, preferential treatment, the threat of reprisal or a negative consequence for refusal to engage in behavior of a sexual nature. Sexual harassment may occur without employment, academic, or economic injury to the victim.
 - b. Hostile Work Environment - includes any unwelcome physical, verbal or nonverbal conduct of a sexual nature that is so severe and pervasive that it unreasonably interferes with job performance or learning ability and creates an intimidating, or offensive work or academic environment, even if it leads to no tangible or economic consequences. A single instance of harassment may be sufficient to create a hostile work environment

(D) SCOPE

- (1) This policy applies to alleged sexual misconduct that takes place on College property or at college-sponsored activities, regardless of the location of the activity.
- (2) This policy may also apply to alleged sexual harassment or sexual misconduct that occurs off-campus, including virtual places, when the Title IX Coordinator or Deputy Coordinator determines that the alleged off-campus conduct could reasonably create a hostile environment or a continuing adverse effect on campus.

(E) JURISDICTION

- (1) The college has a compelling obligation to address allegations and suspected instances of sexual misconduct when it knows or should have known information that would lead a

reasonable person to believe that this policy has been violated. The college may take appropriate action, including pursuing an investigation even in cases when the complainant is reluctant to proceed.

(2) The college's disciplinary response may be limited if the accused is a visitor or other third-party or is not subject to the college's jurisdiction.

(F) REPORTING RESPONSIBILITIES AND FILING A FORMAL REPORT

(1) Anyone – especially all faculty, staff and administrators – who believes that employees, students, or non-employee's behavior constitutes sexual misconduct has a responsibility to report the behavior/action as soon as it is known so that the college may administer this policy.

(2) In cases of alleged sexual misconduct where the victim or alleged perpetrator is an employee, the complaint may be made to any of the following:

- (a) The Title IX Coordinator or the Deputy Title IX Coordinator
- (b) an employee of Human Resources; or
- (c) an employee of the college's Police Department.

(3) In cases of alleged sexual misconduct where the victim and/or alleged perpetrator is a student, a potential student, or someone participating in a college event, the complaint may be made to any of the following:

- (a) the Title IX Coordinator or the Deputy Title IX Coordinator;
- (b) the Vice President for Academics;

(4) Any person designated to receive complaints under this policy who has direct or constructive knowledge of alleged discriminatory or harassing behavior must take immediate appropriate action to report the behavior to the Title IX Coordinator or Deputy Title IX Coordinator. Failure to do so may result in disciplinary action, up to and including termination of employment.

(5) The college will promptly investigate all allegations of sexual misconduct, sexual harassment and sexual violence in accordance with the procedures set forth in 14-3-35 Sexual Misconduct procedures. The Title IX Coordinator is responsible for overseeing the investigation of complaints under this policy and monitoring/coordinating the response of other campus offices that may respond to complaints of sex-based offenses under this policy, including complaints of retaliation for filing a complaint on the basis of this policy. The College's Title IX Coordinator's contact information can be found in the Human Resource Office.

(6) Any employee who knowingly or maliciously makes a false or frivolous allegation of sexual misconduct will be subject to college's applicable disciplinary policy and procedures.

(7) Any student who knowingly or maliciously makes a false or frivolous allegation of sexual misconduct will be subject to the process outlined by the Student Code of Conduct Policy 14-5-08.

(G) CONSEQUENCES OF SEXUAL MISCONDUCT

(1) For Employees - Violations of this policy will result in disciplinary action, up to and including termination of employment. Further, employees may be subjected to interim measures in accordance with Sexual Misconduct Procedure 14-3-35 while complaints of violations are being investigated and until the matter is resolved.

(2) For Students - Sanctions for violating this policy may range from a warning to expulsion. Further, students may be subjected to interim measures in accordance with Sexual Misconduct Procedure 14-3-35 while complaints of violations are being investigated and until the matter is resolved.

(H) INDICATORS AND EXAMPLES OF SEXUAL MISCONDUCT

- (1) The conduct must be unwelcome, non-consensual and severe or pervasive.
- (2) Sexual misconduct can occur in a variety of circumstances, including but not limited to the following:
 - (a) The victim and the person engaging in misconduct do not have to be of the opposite sex.
 - (b) The person engaging in the misconduct can be any full or part-time faculty, staff, administrator, employee, student, or non-employee conducting business at the college.
 - (c) The victim does not have to be the person directly experiencing the misconduct, but could be a third party or anyone aware of, or affected by, the misconduct.
- (3) Examples of sexual misconduct include, but are not limited to, the following:
 - (a) unwanted physical contact of any kind including touching, hugging or kissing;
 - (b) verbal harassment, such as slurs, propositions, lewd comments, recordings, music, jokes and offensive personal references of a sexual nature;
 - (c) non-verbal harassment, such as obscene hand or finger gestures, explicit drawings, pictures, posters, and cartoons or sexually suggestive written or electronically transmitted messages, and postings on social media;
 - (d) conduct of a sexual nature that is demeaning, bullying, insulting, or intimidating;
 - (e) sexual assault, including unwanted penetration of an orifice (anal, vaginal, oral) with the penis, mouth, finger or objects;
 - (f) prostituting another person;
 - (g) using electronic devices or technology (e.g., cell phone, camera, email, internet sites or social networks) to record or transmit nudity or sexual acts without a person's knowledge and/or permission;
 - (h) intentionally observing nudity or sexual acts of another person without the person's knowledge or permission (voyeurism);
 - (i) threatening to sexually harm someone;
 - (j) initiating sexual activity with a person who is incapacitated and unable to provide consent; or
 - (k) inducing incapacitation for the purpose of sexual exploitation.

(I) PROHIBITIONS AGAINST CONSENSUAL SEXUAL RELATIONSHIP MISCONDUCT

Consensual sexual relationships include romantic, intimate or sexual relationships in which both parties agree to participate in the relationship. The college recognizes that consensual sexual relationships are generally not problematic, except when the relationship may compromise the integrity of the college, create the potential for the abuse of authority, or create the inability to remain impartial. Consensual sexual relationships may also create a third-party perception that a subordinate is receiving preferential treatment.

- (1) Consensual sexual relationship misconduct among employees:
The college strictly prohibits consensual sexual relationships between administrators, supervisors, deans or chairpersons and the employees they supervise professionally advise, counsel, or employees over whom they have direct impact on the employee's terms and conditions of employment.
- (2) Consensual sexual relationship misconduct with students:
 - (a) The college strictly prohibits consensual sexual relationships between faculty members and the students or student employees enrolled in a class or class sequence(s) taught, advised, counseled, or supervised by the faculty member, or over

whom the faculty member has direct impact on the student or student employee's academic enrollment or success.

(b) The college strictly prohibits consensual sexual relationships between administrators, supervisors, deans, chairpersons or employees and the student or student employees whom they advise, counsel, or supervise, or over whom they have a direct impact on the student or student employee's academic enrollment or success.

(c) The college strongly discourages all employees or faculty members from engaging in consensual sexual relationships with students as long as the student is considered to be in an active status as a student, even if the student is not currently enrolled in a class.

(J) CONSEQUENCES OF CONSENSUAL SEXUAL RELATIONSHIP MISCONDUCT

(1) Any employee or faculty member who is engaged in a consensual sexual relationship that may be in violation of this policy has the responsibility to notify his/her administrator, dean or chairperson, the Human Resources Department and/or the Title IX Coordinator or Deputy Title IX Coordinator about the relationship as soon as it is known that it may violate this policy.

(a) The employment of the parties involved in the consensual sexual relationship in which one person has authority over or influence upon the status of the other will be modified so that the authority or influence no longer exists. This shall occur by moving one of the persons to another position, department or supervisor, if possible. If acceptable alternative arrangements are not feasible, the relationship may not continue or employees will be subject to further disciplinary action, up to and including termination.

(b) An employee who does not notify his/her administrator, supervisor, dean or chairperson that he/she is involved in a consensual sexual relationship is in violation of this policy and shall be subject to disciplinary action, up to and including termination of employment.

(c) If an employee and/or faculty member is found to be engaged in a consensual sexual relationship with a student that violates this policy, disciplinary action may be expedited.

(d) When one person in a consensual sexual relationship of any kind clearly informs the other person that the relationship is no longer welcome, the other person should not pursue the relationship. To continue the pursuit of the relationship may become a violation of this policy, and the pursuing person will be subject to disciplinary action, up to and including termination of employment.

(K) ACADEMIC FREEDOM/FIRST AMENDMENT GUIDELINES

(1) The college is committed to providing a safe, anti-harassing, and nondiscriminatory environment that protects the civil rights of individuals, and the college recognizes the protections of academic freedom in the classroom.

(2) This policy is not intended to restrict serious discussion of controversial issues in a training or academic situation. In order to prevent claims that course content is discriminatory, harassing or offensive, it is recommended that participants in such discussions are provided with a disclosure that the content may be controversial.

(L) CONFIDENTIALITY

To the extent possible, all information received in connection with the reporting, investigation, and resolution of allegations of sexual misconduct will be treated as confidential except to the extent it is

necessary to disclose information in order to investigate the allegation, take steps to stop, prevent or address the misconduct, resolve the complaint or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

(M) RETALIATION

College policy and federal, state and local law strictly prohibit retaliation in any form against any employee, faculty member, student, vendor, customer, or other person participating in a college program or activity who complains or reports an allegation, or who participates in an investigation of sexual misconduct.

Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Allegations of retaliation should be directed to the Title IX Coordinator or Deputy Coordinator.

(N) The Administration shall establish procedures to administer this policy. Those procedures can be found in the college's Procedure No. 14-3-35 Sexual Misconduct.

3358: 14-5-08 STUDENT CODE OF CONDUCT.

Effective 6/5/09; Reaffirmed by Board of Trustees 10/4/13 Revision 11/26/18

- (A) The code of student conduct exists to advance the core missions of the college, promote a safe and secure educational environment, foster the academic and social development of students, and protect the persons, property, processes, and academic integrity of the college community. Although the code is intended to be as comprehensive as possible, it makes no attempt to list all activities, behavior, or conduct which may adversely affect the college community. The expectation is that all students show respect for each other, for college property, and for the college community.
- (B) In order to maintain an orderly process for learning, the instructor/supervisor/administrator has the authority to exclude any student who is considered to be detrimental to an ongoing learning experience. This may include dismissing a student from a particular course, workshop, or learning event. As a result of disruptive or detrimental behavior, a student may be subject to additional discipline under this policy including, but is not limited to disciplinary probation, suspension, dismissal, expulsion, withholding of transcripts, or other appropriate action.
- (C) The code applies to the on-campus conduct of all students and registered student organizations. The code also applies to the off-campus conduct of students and student organizations in direct connection with:
 - (1) A class assignment;
 - (2) Academic course requirements or any credit-bearing experiences, such as clinical experiences, externships, internships, field trips, study abroad, or student teaching;
 - (3) Any activity supporting pursuit of a degree;
 - (4) Activities sanctioned, sponsored, conducted, or authorized by the college or by registered student organizations;
 - (5) Any activity that causes substantial destruction of property belonging to the college or members of the college community or causes serious harm or imminent risk of serious harm to the health or safety of members of the college community; or

- (6) Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for a crime of violence.
- (D) All persons are encouraged to report code violations to a college official as soon as possible. Charges must be filed within sixty days of the incident or of the identification of the person having allegedly committed the violation. Students continue to be subject to local, state, and federal laws while at the college. Violations of local, state, and/or federal laws may also constitute violations of the code. The college reserves the right to proceed with disciplinary action under the code, independently of any criminal proceedings and impose sanctions for code violation, whether or not the criminal proceedings are resolved or are resolved in the student's favor.
- (E) Prohibited conduct - any student found to have engaged, or attempted to engage, in any of the following conduct while within the college's jurisdiction will be subject to disciplinary action by the college.
- (1) Academic misconduct - any activity that tends to compromise the academic integrity of the college or subvert the educational process. (See academic honesty procedure 5-09(B-2) for additional specific policy.)
 - (2) Harassment – any physical, non-verbal or verbal conduct that has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment (See Non-discrimination / Anti-harassment policy 14-3-19 for additional specific policy).
 - (3) Endangering health safety - actual or threatened action that endangers the safety, physical, or mental health or life of any person, whether intentionally or as a result of reckless disregard. Also includes engaging in a pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical or mental health, or life or property to that person, or creates a reasonable fear of such a threat or action.
 - (4) Sexual misconduct – any unwelcome behavior of a sexual nature that is committed without consent. Sexual misconduct can occur between persons of the same or different sex. (See sexual misconduct policy xxx for specific additional policy and procedure related to sexual misconduct).
 - (5) Destruction of property - actual or threatened damage to or destruction of college/campus property or property of others, whether done intentionally or with reckless disregard.
 - (6) Dangerous weapons or devices - use, storage, or possession of dangerous weapons or devices including, but not limited to, firearms, explosives, dangerous chemicals, fireworks or other weapons, unless authorized by an appropriate college official or permitted by a college policy, even if otherwise permitted by law.
 - (7) Dishonest conduct - dishonest conduct, including, but not limited to, knowingly reporting a false emergency; knowingly making false accusation of misconduct; misuse or falsification of college documents, such as forgery, alteration, or improper transfer; and submission to a college official of information known by the submitter to be false.
 - (8) Theft/unauthorized use of property - theft or attempted theft, or the unauthorized use or possession of college property or services, or the property of others.
 - (9) Failure to comply with college or civil authority - failure to comply with legitimate directives of authorized college officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.
 - (10) Drugs and alcohol - use, production, distribution, sale, or possession of drugs or alcohol in a manner prohibited under local, state, and federal law or college policy.

(11) Unauthorized presence - unauthorized entrance to or presence in or on college premises, including campus locations.

(12) Disorderly or disruptive conduct - disorderly or disruptive conduct that unreasonably interferes with college activities or other activities conducted, sponsored, or permitted by the college or any member of the college community.

(13) Lewd or obscene conduct – behavior such as sexual acts performed in public or on college premises, taking pictures of another person in a gym, locker room, or restroom without that person’s consent, disrobing or streaking, possession or distribution of any obscene materials.

(14) Hazing - performing, requiring, or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation into or continued membership or participation in any group, organization, or activity that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include but are not limited to, use of alcohol, reaction of excessive fatigue, and paddling, punching or kicking in any form.

(15) Discipline proceedings abuse - abuse of any college discipline proceedings, including but not limited to:

(a) Falsification, distortion, or misrepresentation of information during an administrative hearing;

(b) Disruption or interference with the orderly conduct of an administrative proceeding;

(c) Attempting to discourage an individual’s proper participation in, or use of, a college discipline proceeding;

(d) Attempting to influence the impartiality of a member of an administrative panel prior to, and/or during the course of an administrative proceeding; and

(e) Encouraging another person to commit an abuse of a college disciplinary proceeding.

(F) Technology resources - misuse or abuse of the college’s technology equipment such as computers, printers, laptops, projectors, tvs, and including the college’s internet and Wi-Fi access, by any means, including, but not limited to:

(1) Use of computing resources to interfere in any way with the normal operation of the college/campus;

(2) Failure to comply with all federal, Ohio, and other applicable law; all generally applicable college rules and policies; and all applicable contracts and licenses (i.e., laws of libel, privacy, copyright, trademark, obscenity, child pornography; the electronic communications privacy act and the computer fraud and abuse act, which prohibit “hacking”, “cracking”, and similar activities; and all applicable software licenses)

3) Unauthorized use, including, but not limited to:

(a) Use of identification numbers, accounts, and passwords shared with, or used by persons other than those to whom they have been assigned by the college;

(b) Use of computing resources for personal commercial purposes or for personal financial or other gain;

(c) Use of computer resources to speak on behalf of the college (implied or stated) when not authorized to do so;

(d) Use of computer resources to access and utilize college trademarks and logos without authorization to do so;

(e) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;

- (f) Unauthorized transfer of a file;
 - (4) Use of computing resources to interfere with, interrupt, or disrupt the work of another student, faculty, or staff member;
 - (5) Use of computing resources to transmit menacing or harassing messages or materials.
- (G) Violation of college rules - violation of other published college regulations, policies, or rules, or violations of local, state, or federal law.
- (H) Riotous behavior - participation in a disturbance with the purpose to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property. Prohibiting behavior in the context of a riot includes but is not limited to:
- (1) Knowingly engaging in conduct designed to incite another to engage in riotous behavior;
 - (2) Actual or threatened damage to or destruction of college property or property of others, whether done intentionally or with reckless disregard;
 - (3) Failing to comply with a directive to disperse by college officials, law enforcement or emergency personnel; and
 - (1) Intimidating, impeding, hindering, or obstructing a college official, law enforcement or emergency personnel in the performance of their duties.
 - (2) This rule shall not be interpreted as prohibiting peaceful demonstrations, peaceful picketing, a call for a peaceful boycott, or other forms of peaceful dissent.
- (I) Dress and appearance
- (1) Freedom of dress and appearance is an individual choice; however, sufficient respect for self and others should be followed.
 - (2) The absence of footwear, shirt, blouse, top, and pants, shorts, skirt, dress, or other sufficient covering is cause to prohibit the entrance of said individual(s) to any College building.
- (J) The College shall establish procedures for the adjudication of violations of this policy. The behaviors enumerated in the conduct policy may result in penalties up to and including dismissal from the college.

STUDENT CODE OF CONDUCT PROCEDURES

1. Report possible code violations to the Vice President for Academics. All cases related to harassment, sexual harassment, or sexual misconduct will follow the procedures outlined in Procedure 3-21 Harassment. In cases where the alleged activity may involve a violation of criminal law in addition to a violation of the code, information and/or complaints should be provided to the campus police and the appropriate law enforcement agency.
 - a. Determine if preliminary investigation is warranted.
 - b. If preliminary investigation is authorized:
 - i. Notify student in writing about alleged violation and investigation
 - ii. Schedule meeting with student and other witnesses to gather information.
 - c. Determine outcome of preliminary investigation
 - i. No further action
 - ii. Deferring further action with or without conditions
 - iii. Initiating disciplinary proceedings.
 - iv. In the event that there is reasonable cause to believe that the student has violated college rules and

that the student's presence on College premises or College activities poses a significant risk of substantial harm to the health or safety of others or to property, the student may be immediately and temporarily suspended from all or any portion of college premises, college-related activities and is not permitted to participate in, or complete academic coursework until the conclusion of a full hearing or administrative decision.

The full procedure can be viewed on the College shared drive or obtained from the Office of the Vice President of Academics or Director of Human Resources and Leadership Development.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Please contact your Dean or the Registrar for assistance. FERPA was enacted to protect the privacy of students' educational records, to establish the rights of students to inspect and review their educational records, and to provide students with an opportunity to have inaccurate or misleading information in their educational records corrected. The College has designated the following as "Directory Information" and may be released by the College at its discretion: name, major, dates of attendance, degrees conferred, birth date, full-time or part-time status, address*, and email* (*for legitimate educational purposes only).

Avoid violations of FERPA. DO NOT:

- Publically disclose the name of a student and that student's social security number, NSCC ID number. Illustrations of how these rules may be violated include:
 - Use SSN or NSCC ID of a student in a public posting of grades.
 - Leaving graded tests in a stack for students to pick up by sorting through the papers of all students.
 - Circulate a printed class list with student name and ID numbers, or grades as an attendance roster.
- Print a student's academic transcript and release to a third-party. Only the Registrar's Office is authorized to release a transcript with a student's written authorization.
- Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student.
- Provide anyone with student schedules or assist anyone other than a college employee in finding a student on campus.
- Leave your computer unattended and an unauthorized person retrieves information from the computer.
- Release GPA, grades, or other non-directory information in a letter of recommendation without obtaining a signed release from the student specifying what may be disclosed, the purpose of the disclosure, and the third-party to whom the disclosure can be made. Statements made by a person based on that individual's personal observation does not require a written release from the student.
- Confidentiality is an important thing in your job. **When in doubt, do not give it out.**

PROTECTION OF HUMAN SUBJECTS RESEARCH

Northwest State Community College will comply with the federal provisions of the protection of human subjects in research policy in accordance with 45 CFR 46 and 21 CFR 56. Research proposals must be reviewed and approved prior to any research activity. Certain types of research may be designated as exempt under 45 CFR 46.101. Investigators do not have the authority to make an independent determination that research involving human subjects is exempt from the review process. Research that meets the following requirements will not require a full IRB review. **Research study for a class at NSCC** – It is assumed that the research proposal will fall with the exempt category. The proposal must be approved by the instructor, dean, and Vice President for Academics. The Research proposal submitted must include the following:

- Research purpose
- Research questions / intentions
- Research procedures
- Identification of participant risk
- Describe how the data will be reported
- Copy of Consent agreement (if required)

For the full policy, please see the VP for Academics.

STUDENT INTERNSHIPS, FIELD EXPERIENCES, AND PRACTICUMS

Procedures

1. Students wishing to participate in an internship, field experiences or practicum must be registered for the appropriate course.
2. Students will meet with the faculty teaching the course to determine potential sites for the learning experience.
3. Faculty and/or Dean will make the initial contact with the agency/employer to request student placement.
4. The Dean will verify that affiliation agreements are in place prior to the placement. Affiliation agreements must be reviewed by the Vice President for Academics prior to signing.
5. The faculty/Dean will be responsible for collecting any information needed prior to placement, such as health requirements, background checks, or expectation forms.
6. Students are responsible for submitting their experience schedule to the faculty member.

****Note: Any out of state placements may require state authorization. Please contact the Vice President for Academics to determine if state authorization is needed.**

3358:14-5-15 ACADEMIC GRIEVANCE POLICY

Effective Date: Reaffirmed by Board of Trustees 10/4/13 10/11/2018 revised

(A) Resolution of an academic issue, including challenging of a grade, can be achieved through proper channels or authority and may be resolved at any level of the due process and grievance procedure. Any student filing a grievance must follow the step-by-step procedure in the listed sequence:

Procedure No.5-15(A): ACADEMIC GRIEVANCE PROCEDURE

Effective Date: January 30, 2009; Revised 1/3/2019

Academic Matter

(1) Informal discussion between the student and the faculty member or Dean (if faculty unavailable) should take place within twelve (12) instructional days* from the date of occurrence or discovery**. If the matter is not resolved, the student may invoke the formal written appeal process outlined below.

* NOTE: An instructional day is defined as any day, Monday through Saturday, that NSCC holds classes, during the regular fall, spring, and summer term.

**NOTE: A grade challenge date of occurrence will be the date posted to the transcript.

(1) Step 1 - Formal Appeal Process

(a) The student will submit a written grievance form to the faculty member involved within six (6) instructional days following unresolved informal discussion. If the written request is not received within the 6-day deadline, the case will be considered closed and the student will have forfeited the right for an appeal hearing.

(b) The faculty member will issue a written response to the student within six (6) instructional days of receipt of the written grievance.

(c) If the problem is not resolved in step one or the above time frames are not adhered to by the faculty member, the student may proceed with Step 2.

(2) Step 2 - Formal Appeal Process

(a) Within six (6) instructional days of receiving the written response from Step 1, the student will submit the original grievance form to the supervisor or designee of the individual involved, with a copy to the Chief Academic Officer.

(b) Within six (6) instructional days of receiving all written documentation, the immediate supervisor or designee will meet with the student and the individual involved to attempt to resolve the problem to the mutual satisfaction of both parties. The Chief Academic Officer may attend this meeting at his/her discretion.

(c) Within six (6) instructional days after the meeting, the immediate supervisor or designee will issue a written response to all parties involved, with the original copy to the Chief Academic Officer.

(i) If the problem is resolved, the written resolution issued by the supervisor will become part of the original document and bring closure to the grievance

(ii) If the problem is not resolved, the student may proceed to Step 3.

(d) Students must strictly adhere to the timing deadlines provided for in each step outlined in this procedure. Failure to do so will be considered a waiver of further rights of appeal and will result in a closure of the matter. However, the college may consider at the discretion of the Chief Academic Officer extraordinary extenuating circumstances that warrant an exception to the deadlines herein. Any request for such exceptions must be made in writing to the Chief Academic Officer within a reasonable time given the circumstances. In no event shall reasonable time be extended beyond 30 days of the originally missed deadline.

(3) Step 3 – Formal Appeal Process

(a) Within six (6) instructional days of receiving the written response from Step 2, the student may request a formal hearing by notifying the Chief Academic Officer. If the request is not received within the 6-day deadline, the case will be considered closed, and the student will have forfeited the right for an appeal hearing.

(b) Within six (6) instructional days of receiving the request, the Chief Academic Officer will appoint an ad hoc due-process committee to hear the grievance.

(i) The ad hoc committee will consist of five (5) members: one grade level I, II, or III employee; two faculty members; an officer of the student body organization; and a person of the student grievant's choice (person must be a present student, faculty member, or other employee of the college).

Alternate committee members may be appointed as well by the Chief Academic Officer. Grade level I, II, and III include vice presidents, division deans, and student service professionals.

(ii) The Chief Academic Officer will appoint one member of the ad hoc committee to act as chair for the proceedings.

*Timelines for Step 3, (b) are not strictly enforced during the summer semester – student will be notified of altered timeframe.

(c) The hearing will take place within six (6) instructional days after the committee appointments. To prepare for the hearing, the chair of the ad hoc committee may make the following arrangements, which are intended to facilitate due process.

(i) Provide all ad hoc committee members with copies of the written grievance prior to the meeting.

(ii) Identify a date, time and meeting place convenient for the ad hoc committee members, the student grievant, and the person who is the object of the grievance.

(iii) Inform the student and the individual involved that they may present witnesses and additional written documentation at the hearing.

(iv) The following chronology for the hearing and follow-up is recommended. (The proceedings may also be tape-recorded, provided that all parties are informed in advance.)

(a) Select a recorder.

(b) Review the grievance and hearing procedures. This segment will be closed to the grievant and faculty member.

(c) Invite the student to be heard. The student may present witnesses and additional written documentation at this time. This segment will be closed to the faculty member/administrator.

(d) Invite the individual involved to be heard, at which time he or she may provide witnesses and additional written documentation. This segment will be closed to the student.

(e) In closed session, the committee will discuss its findings and reach a clear and explicit decision. The student and individual involved may be invited to reappear and provide more information as requested.

(v) Within six (6) instructional days after the formal hearing is concluded, the ruling of the ad hoc committee will be presented in writing to the student, the faculty member/ administrator involved, the department dean, and the Chief Academic Officer, who will implement the ruling.

(vi) The decisions rendered by the ad hoc due-process committee will be final. All committee members will need to sign the decision on Step 3 Form at the time the decision is made.

(vii) All original documentation will be kept on file in the Chief Academic Officer' office.

*Timelines for step 3, (c) are not strictly enforced during the summer semester – student would be notified of altered timeframe.



**CAMPUS EMERGENCY
AND PUBLIC SAFETY
PROCEDURES**

2020-2021

EMERGENCY POLICY AND PROCEDURES

The emergency procedures can be found on Sakai (<https://sakai.northweststate.edu/portal/>) in the Employee Lounge under Emergency Plans or on myNSCC under the Employee tab. This includes procedures on Active Shooter, Behavioral Disturbances, Bomb Threat, Hostage Situation, Death or Suicide, Chemical Spills, Medical Emergency, Reporting Crime, Fire Evacuation, Tornado Warnings, and Tornado Safety Tips.

The Campus Police are located inside the Atrium and can be reached at: **Campus Police: 419.267.1452 (office) or 419.572.1773 (cell) or dial “3” on a College phone to be immediately connected.**

INCLEMENT WEATHER PROCEDURES

The college’s decision to delay, cancel classes, or close is based on the condition of our parking lot and the area businesses and industries closing. If you believe the conditions are such that you should not be traveling, you are responsible to make the decision. The college does not provide transportation to our students and thus does not follow the same factors to determine if we have school as the K – 12 school systems. If the college is in session during that time and you are uncomfortable driving, you are responsible to make arrangements with your Dean. The college will initiate the QuickAlert system which will call, text, and email you automatically when there is a delay or closing. In addition, the college will announce delays or closings over radio/television stations.

It is important to read and listen to the delays or closing announcements carefully. Also, the college may close only for the morning, the afternoon, or the evening classes. Morning closings will be announced by 6:00 a.m. (classes starting between 7:30 and 11:45 a.m.), afternoon closing will be announced by 10:00 a.m. (for classes starting between 12:00 noon and 5:30 p.m.) and evening will be closed by 4:00 p.m. (for those classes starting after 5:45 p.m.). The quickest place for you to find any weather related updates will be the college website (www.northweststate.edu). The second quickest way is to watch or listen to the radio and television stations listed below. A message will be placed on the college switchboard but you may experience a longer than normal wait until your call is answered due to high call volume.

Call Letter	Station
WMTR	Archbold 96.1 FM
WBNO & WQCT	Bryan 100.9 FM and 1520 AM
WAJI, WLDE, WFFT, 55 Fox TV	Fort Wayne 95.1 FM
WBCL	Fort Wayne 90.3, 89.5, 88.1 FM
WNDH, WDFM, WZOM, WONW	Clear Channel Communications 103.1, 98.1 FM, 105.7 FM & 1280 AM
WTOL TV	Toledo, Channel 11
WNWO TV	Toledo, Channel 24
WUPW	Fox Toledo
WOWO	Fort Wayne 1190 AM
WTVG	Toledo, Channel 13
WCSR	Hillsdale 1340 AM & 92.1 FM
WERT	Van Wert 99.7 FM
WKKO, WRQN, WTOD, WWWM, WXXR, WRWK, WLQR, WTWR	Cumulus Broadcasting Toledo
WLZZ	Montpelier, 104.5

In the event it is announced that the College is closed on such days, all employees will be excused from reporting except those employees whose presence is necessary to correct the situation so the College may open. (Example: Custodial staff will be required to report so that snow or ice may be removed.)

1. If the closing of the College is due to conditions at the College site such as water, electrical, heating failure, etc. and it has been announced as closed due to these conditions, Maintenance, Custodial Personnel, Deans, Vice President for Academics, and President will be the only personnel expected to report. These persons required to report under such conditions will be granted compensatory time off. The President or his designated representative may excuse any or all of these persons from reporting if it is deemed necessary.

In case the above conditions affect the pay date, this pay date may be moved back the corresponding number of days that these conditions are in effect.

2. The President or his designated representative will make the decision on whether or not to call off school.

PARKING

There is no designated faculty parking lot and no parking pass is required.

QUICK ALERT

Northwest State Community College utilizes the Quick Alert Emergency Communication System as a fast and reliable means of sending urgent information to the campus community. It is important that all employees login to their Quick Alert account to update their contact information and communication preferences. This can be done by logging on to myNSCC and clicking on the Quick Alert link in the middle of the Home tab.

Announcements made through the Quick Alert system include, campus emergencies, school closings and important student information and reminders.

SMOKING

Smoking is not allowed in the buildings or vehicles of Northwest State Community College. This includes all tobacco products including e-cigarettes. Please look for signs denoting the smoking areas. Otherwise Northwest State is a smoke-free campus.

DRUG-FREE WORKPLACE

Northwest State Community College shall comply with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Community Act of 1989.



**HUMAN
RESOURCES**

2020-2021

EMPLOYMENT REQUIREMENTS

The following documents must be completed and sent to Human Resources in order to be employed by the College:

- Official college transcripts mailed directly to:
Part-time faculty (Administrative Office, B105)/Full-time faculty (Human Resources A106):
Northwest State Community College
22600 State Route 34
Archbold, OH 43502
419.267.1321
- Background Check authorization form
- Application
- Three letters of recommendation
- Resume

In addition to the above, the following forms must be completed in order for payroll to be processed:

- Payroll forms (federal, state, and city tax forms, State Teachers Retirement (STRS) form, direct deposit authorization with account documentation (ex. voided check))
- I-9 Employment Eligibility Verification
 - Please note that the Employment Eligibility Verification (Form I-9) requires that you produce one item from List A or one item from both List B and C - these items must be verified by a member of the HR team, or other College representative. The I-9 form must be complete and on file in HR within three days from the start of employment.
- Other forms (e.g. SSA, FERPA, Voluntary Self-Identification form, and Ohio Auditor of State's Fraud Hotline)

***Important:** The state of Ohio requires all of our employees to belong to the State Teachers Retirement System. If you are self-employed, or have your own tax deferred or tax deductible program (i.e. 401K), you should contact your tax consultant to see if your belonging to the State system has any adverse effect on your taxable income.

Change of Address Information - In the event that an employee has an address change during the period of employment, it is the employee's responsibility to complete a Personal Information Change form, update appropriate tax forms, and notify the proper retirement system. The Personal Information Change form can be found on the College website at <http://northweststate.edu/hr/current-employees/> and in the HR office. This form along with updated W-4, Ohio State Tax, and City tax forms (if applicable) will need to be returned to Human Resources for processing. For questions regarding change of personal information, please contact the Office of Human Resources.

CONDITIONS OF EMPLOYMENT & LOADSHEETS

Some faculty will receive the semester load sheet that includes the Conditions of Employment via NSCC email. Your semester load sheet is issued by your Dean and will state your pay. You will need to electronically sign this load sheet and return via email to the Executive Administrative Assistant to the Vice President for Academics. Your electronic signature will be created with your hire in packet, or you can obtain one from the Executive Administrative Assistant to the Vice President for Academics. The form must be processed before your first pay will begin.

During the Summer 2019 semester, a pilot program began which enables a group of faculty members to view and approve faculty load and compensation (FLAC) through myNSCC. If you are part of the pilot program, you will be given instructions on how to view and approve your load sheet in myNSCC.

BENEFITS

Full-time faculty please refer to the Professional Agreement for information regarding benefits. Part-time instructors are not authorized to exceed 29 hours of work per week. Part-time instructors are not eligible for NSCC sponsored medical, dental, vision, or life insurance plans based on Affordable Care Act and NSCC policies.

Part Time Employee Instructional Fee Waiver Policy - The College will waive the instructional fee and general fee for courses equal to their teaching load not to exceed 6 credit hours per semester, excluding independent studies. The employee will pay all other fees. The tuition waiver benefit does not apply to contract training or non-credit courses. Dependents are not eligible. The order of payment for adjunct faculty will be: fee waiver first, then other sources such as but not limited to grant, scholarship money, etc. The employee will pay all other fees, such as laboratory, supplies, textbooks, etc.

Bookstore Discount - During the semester(s) in which the instructor is teaching, the employee is eligible for a 10% discount on items purchased in the College bookstore. This discount excludes food and beverages.

FACULTY ABSENCE REPORTING

If you are ill or otherwise unable to meet a scheduled class, please contact the division dean as soon as possible. If you are unable to reach the division dean, please contact the Academic Office at 419-267-1301. Students will be informed of your absence and any special instructions you may have. If you know ahead of time you will miss a class, consult with the division dean to arrange for a substitute instructor. It may be possible to find proctors to give exams during your absence.

Adjunct: If you are an adjunct faculty and your class must be canceled, your compensation may be adjusted at the deans discretion.

Full-Time: If you are a full-time faculty, you will need to complete the Time Off Request Form.

PHOTO ID'S

All students, faculty, and staff are required to have a Northwest State Community College Photo ID. The ID cards serve as your access "key" to classrooms, labs, and college mailroom. These IDs are also your library cards and are required in the bookstore for purchases. Your photo ID can be taken at the Campus Police Office in the Atrium. If no one is available, please contact the receptionist area. They will contact someone to process your photo ID. **There is a \$10.00 fee for replacement of lost IDs.**

PAYROLL INFORMATION

Payroll is processed twice a month - on the 15th and the end of the month unless these dates fall on a weekend or holiday, then it is the prior Friday. Depending on when payroll information is submitted to the Payroll office determines when an employee is paid. The number of pay dates for adjuncts receiving load sheets is determined by the Vice President for Academics and follows the payroll calendar.

The W-4 is required at the beginning of employment. Payroll sends out an email to all employees each year with their current status. If any of this information needs to be changed, please contact the Payroll department. You may make a change at any time during the year if your reporting status changes, or if you wish to make a change in your withholding allowance. Employees who claim exempt from personal income tax withholding must renew their W-4 by February 15 of each year if they wish to remain exempt. Your W-4 should be returned with your signed contract.

Deductions - You can expect to see deductions on your NSCC paycheck for:

Federal/State Income Tax Withholding

Local Tax (such as city if applicable) or if an employee works at one of the satellite sites they could have city tax withheld for the city they work in.

State Teachers Retirement System (STRS)

School District Tax (if applicable)

Medicare

NOTE: Social Security deductions will not be made. All employees are covered by Workman's Compensation.

Direct Deposit Pay Stubs - Direct deposit pay stubs are available through Banner Self-Service.

1. Go to <http://www.northweststate.edu>. On the top right side corner click on "myNSCC"
2. Login to myNSCC using your AD login and password and click "Login."
3. Click on "Banner Self-Service" located in the menu on the left
4. Click on "Employee", then "Pay Information" and then "Pay Stub".
5. The current year will appear and you can click on "Display" to list the pay periods for the year. Click on the Pay Stub Date you want to view. You can view or print from this screen.

Pay Rate Schedule - Adjunct Faculty - Direct Deposit is mandatory; payroll checks will NOT be mailed. In order to be paid you must have all of the Employment Requirements on file. The pay rate schedule for part-time faculty is below:

Classification	Rate per Lecture Hour	Rate per Scheduled Lab Hour
<u>Beginning Faculty</u> 0-25 credit hours taught or less than 2 years work experience, and/or Bachelor's degree	\$484.10	\$242.05
<u>Continuing Faculty</u> 26-50 credit hours taught or 2 – 5 years work experience, and/or Master's degree	\$545.90	\$272.95
<u>Adjunct Faculty</u> 51-75 credit hours taught or 5+ years work experience, and/or Ph.D.	\$607.70	\$303.85
<u>Engineering/Nursing/Industrial Technology Courses – Tech I</u> 0-50 credit hours taught or 900 hour apprenticeship program or Journeyman's card or 5 years of documented, direct field experience, and/or Bachelor's Degree	\$690.10	\$345.05
<u>Engineering/Nursing/Industrial Technology Courses – Tech II</u> 51-125 credit hours taught or Master's Degree	\$697.00	\$348.50
<u>Engineering/Nursing/Industrial Technology Courses – Tech III</u> 126-175 credit hours taught or Ph.D.	\$703.95	\$351.98

The degree and work experience must be related to the courses that the instructor is teaching

Electronic W-2 Form - Northwest State Community College is required by the IRS to furnish all employees each calendar year with a Form W-2 to be used in completing the employees' annual tax returns. The Form W-2 details the employee's compensation and tax withholding amounts for the year. In the past, employees have received paper copies of their Form W-2; however, we now have a new option available. Beginning with the 2011 W-2 forms, instead of paper copies, Northwest State Community College employees may choose to receive their W-2 online through the Employee Self Service system.

Consent

The IRS has approved the use of electronic W-2 statements; however, employees must provide their consent to receive their W-2 in electronic format in lieu of paper format. For this reason, if you wish to attain all future W-2 statements in electronic format, follow the instructions given below.

Instructions to Consent to Receive Your Form W-2 in Electronic Format in Lieu of Paper Format:

1. Go to <http://www.northweststate.edu>. On the bottom left corner click on myNSCC
2. Login to myNSCC using your AD login and password and click "Login"
3. Click on "Banner Self-Service" located in the myNSCC Self-Service Menu box
4. Click on "Employee" then "Tax Forms" and then "Electronic W-2 Consent"
5. After reading the disclosure, click the box under My Choice
6. Click Submit

Instructions to Access Your Form W-2:

Once you consent to receiving your W-2 electronically, you may access it by completing the following steps:

1. Go to <http://www.northweststate.edu>. On the bottom left side corner click on "myNSCC"
2. Login to myNSCC using your Banner ID and PIN and click Login
3. Click on "Banner Self-Service" located in the myNSCC Self-Service Menu box
4. Click on "Employee" then "Tax Forms" and then "W-2 Wage and Tax Statement"
5. Select the tax year for the corresponding W-2
6. Click Display

For questions regarding electronic W-2 forms, please contact the Payroll Accountant in the Business Office at 419-267-1356.

EVALUATIONS

Annual evaluations are completed by the supervisor and reviewed with the employee. Once the evaluation has been discussed and signed they will be sent to Human Resources office to be filed in the employee's records.

Full-time probationary employees will have one written review per semester (excluding summer). The review will indicate the strengths and weaknesses of the employee along with specific suggestions for improvement. For more information, please refer the Association Contract.

Part-time and CCP faculty are evaluated once during their first semester and once every two years thereafter, per the Deans discretion and based on course assignment.



**INSTITUTIONAL
SUPPORT SERVICES**

2020-2021

BOOKSTORE

Copies of the text materials for your course should be provided by your division dean. You may purchase other texts, supplies, and NSCC clothing currently in stock using your 10% employee discount by showing your employee badge. Items not stocked by the bookstore may be purchased by checking with the bookstore manager. Bookstore hours are: Monday – Thursday 7:45 a.m. – 6:00 p.m. and Friday 7:45 a.m. – 4:00 p.m.

BUILDING HOURS

NSCC building hours vary depending on time of year.

Monday – Thursday	7:00 a.m. – 10:00 p.m.
Friday	7:00 a.m. – 9:00 p.m.
Saturday	8:00 a.m. – 3:00 p.m.
Sunday	CLOSED

For semester break and summer campus hours please call 419.267.5511. See the Academic Calendar on the college website for campus closed dates for holidays.

FOOD SERVICES

Food service is available in the NSCC Café located upstairs in the C building that is open Monday – Thursday from 7:45 a.m. to 3:00 p.m. Vending machines are available on the first floor of building A and on the first floor in building E. The bookstore also has cold sandwiches and sides available in a cooler.

SWITCHBOARD

The college has an automated telephone system which includes many features along with phone mail. If questions arise please contact the college switchboard by dialing “0” from any campus phone, or by calling 419.267.5511 and press “0” at the prompt (you may have to press “0” twice).

The college switchboard will be open to receive calls on the following schedule during the academic terms: Monday – Thursday 7:30 a.m. – 6:00 p.m. and Friday 7:30 a.m. – 4:30 p.m.

TEACHING & LEARNING CENTER (TLC)

The Teaching and Learning Center (TLC) has been established to assist faculty in excelling in face-to-face and online instruction. The purpose is to better implement best-case instructional practices within courses to improve student success. TLC has online as well as face-to-face assistance available through the Instructional Design and Distance Learning Coordinator. For additional information call 419.267.1428.

Appendix

2020-2021

Course Syllabus Format

Minimum Information Requirements

Part I – Standard for All Sections of a Given Class

Instructor:

Include your name, office location, office hours, office phone, and college email address. Your home phone number is not required.

Course Information:

- Include basic information: Course title and number, term (e.g. Fall 2018).
- **Course Description:** (as given on the Course Overview)
Use the official course description. This will be the description listed in the current college catalog (unless the division has adopted a new description since the catalog was published).
Include the credit hours, contact hours, and any lab hours.
If the course has an official Ohio TAG number, be sure to include it.
- **Prerequisites:** (as given on the Course Overview)
List all course prerequisites for this course as well as other expectations for student preparation as listed in the catalog. Be sure to cover this material with students on the first day of class to insure they are clearly aware of these expectations.
- **Withdrawal Statement:** (as approved through Academic Affairs & Faculty Council)
Refund and withdrawal dates for this course can be found under the Calendars/Schedule link on the NSCC homepage (www.northweststate.edu). Select the semester and scroll down to the course number. Withdrawing from a course can affect your financial aid eligibility. The student accepts full responsibility and consequences for withdrawing from classes.

Textbook(s)/Supplies:

Textbooks(s): include the title, author, edition, publisher, and other required materials for the course.

Learning Outcomes:

Use the Learning Outcomes listed on the Course Overview. Course learning outcomes should not be changed without agreement among the full-time staff who teach the course. All revisions need to be submitted through Academic Affairs.

Required Information College Credit Plus and Early Admit Students:

The Ohio Attorney General has indicated that these statements should be included –

- We do not provide extraordinary protection for the student who is a minor.
- We do not filter or monitor the computers on our campus.
- Class subject matter may contain provocative content.
- FERPA rights belong to the student.

Technical Skills and Etiquette

All students should have basic computer skills in order to successfully complete this class. You are expected to be able to send and receive email with attachments, download files, create documents and save them in various formats, post assignments to Sakai, use online forums, and navigate Sakai and other online resources.

Etiquette guidelines:

- Be respectful and professional with your comments to your peers and instructors
- Do not use all caps when responding online. It may appear as if you are yelling.
- Avoid shorthand (ie. SMH, FWIW)
- Spell check your submissions before posting
- Think about how the message will come across before you press send. Many times we do not realize how a message may be interpreted.
- Be resourceful, and try to find the answers to your questions in the course syllabus and materials before emailing your instructor. This will allow the instructor to dedicate more time and energy to helping with problems that don't have an easy answer.

Title IX Responsibilities:

NSCC faculty are committed to supporting our students and providing an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault we encourage you to report this. If you report this to a faculty member, she or he must notify NSCC's Title IX coordinator. The Title IX coordinator will assist the student in connecting with all possible resources both on and off campus.

Part II – Required Information for Your Class

Evaluation: Grading and Policies:

Include grading and evaluation procedures and the policy on class attendance. Show the method you will use to calculate the final grade. Include information on the treatment of absences, late assignments, make-up tests, and any optional or extra credit work. If the class has a lab component, be sure to include evaluation procedures in the syllabus. This is also a topic which should be presented to students at the first class session (since they will probably ask anyway).

Instructional Methods:

- Materials to be presented and methods - e.g. lectures, readings, and additional resources.
- Specific activities required - e.g. reports, papers, presentations, group work, field experiences, observations, labs, etc.

General Classroom Procedures:

Include your individual course policies on such topics as attendance, lateness, class participation, missed exams or assignments. Be as specific as possible since this syllabus is essentially a contract between you and the student. Include the statements such as: “No video or audio recording in class without the instructor’s permission” and “Cell phones should be turned off and put away during class”.

Academic Honesty

Plagiarism of any type will not be tolerated. Be sure to include any special penalties for your class. At a minimum, plagiarism must be dealt with according to the College Catalog (also available at the Northwest State website, www.northweststate.edu).

Student Responsibility:

- Clarify expectations for work missed in class and how you expect the student to stay on target.
- Include your policy about make-up work. It is wise to set a very short time span, but be specific and clear.
- You should have a statement about changes in this syllabus. Be clear that the students are responsible to be in attendance for any changes announced. You could use a statement like, “The instructor reserves the right to amend or adjust this syllabus if necessary. If changes are required, they will be announced in class. It is the responsibility of the student to be in attendance to record changes.”
- Syllabi should contain the following statement, about **Accommodations** or one similar: “Students should contact the Accessibility Services Coordinator in office C140 or via phone at 419-267-1334 to coordinate reasonable accommodations arising from documented disabilities. Service dogs require coordination through the Accessibility Services Coordinator. If you request an accommodation through the Accessibility Service Coordinator, contact me privately to discuss your specific needs.”

Include other statements about student responsibilities such as:

- Students are responsible for material assigned on this syllabus as well as for additional information announced in class. The instructor will not rely totally on material from the books, so the student is responsible for any additional material covered in class lectures.
- If you miss more than three sessions, you may have serious trouble in attaining the necessary knowledge to pass this course.
- Students are expected to complete all assignments on time. Program assignments will be penalized ___% per day they are late. Maximum late penalty will be ___%.
- There will be no eating, or drinking in the classroom or lab.
- The student will be expected to conduct him/herself in an orderly and safe manner in the classroom and lab.
- Posting certain information on social networking sites is illegal and violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability. In addition, posting of certain material may violate the college’s *Code of Student Conduct*.

Schedule of Activities and Assignments:

List a specific schedule of assignments, labs, papers, tests, etc. Including the topic of work to be covered is helpful for students.

Sample Format:

Week or Class Session	Topic	Assignments and other learning activities
-----------------------	-------	---

Other considerations in course design:

- Vary the types of assignments so that students with different learning styles can be accommodated.
- Vary the types of evaluations used including different kinds of tests, written, oral, in-class, take-home, computer-based, short-answer, essay, etc.
- Incorporate systematic feedback to students about their performance in the class.
- Balance assignments from class to class. Try not to load too much work into the same time span.
- Review course design for logical flow of content.
- Define terms that may be new to students and are necessary to the understanding of the syllabus.
- Check the spelling carefully.
- Leave enough white space on the pages of the syllabus for students to add notes.

REQUEST FORM FOR COLLEGE SPONSORED TRIPS

Requested by: _____ Date of Request: _____

Course Name & Number (if applicable): _____

Destination: _____

Date and time of trip: _____

Reason for trip/course objective to be met: _____

Number of Students involved: _____

Is there an alternative assignment available for students unable to participate? Yes No

Students Names - attach additional names if needed (Release and Waiver Liability Form must be submitted prior to trip)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Any Medical Requirements? If yes, describe: _____

Any Terms and Conditions required (if yes, attach documentation) Yes No

Transportation: Instructor will drive college vehicle Students drive independently

Other (specify) _____

Approved Disapproved Approved Disapproved

Dean's Signature Date

VP of Academics Signature Date

Instructor Notified

Liab. Waivers Rec'd.



RELEASE and WAIVER OF LIABILITY FORM

To be completed by all participant(s).

Please read the following carefully. If you have any questions, have them answered **before** signing this doc
Please turn in your signed forms to the designated College Employee.

I, _____ desire to participate in the following College Sponsored activity:

It is agreed that in consideration of participation in this activity and the receipt of educational and other benefits from this activity I voluntarily assume all risks of accident or personal damage to my property and I release Northwest State Community College, its agents, and employees from every claim, liability, or demand of any kind sustained, whether caused by negligence of the aforementioned institution, their agents, employees, or otherwise. This release shall be binding upon any heirs, administrators, executors, and assigns of the undersigned.

I understand and admit that my participation in the Northwest State Community College activity is solely at my own risk. I assume full responsibility for any injuries or damages resulting from my participation in this program including responsibility for using reasonable judgment in all phases of participation of the program and travel to and from the location.

I recognize and understand that the activities may be hazardous, and I assume full responsibility for any resulting injuries and damages. I affirm that I am in good health. I further declare that I am physically fit and capable to participate in such activities. I acknowledge that it is the recommendation of Northwest State Community College that I obtain general medical/health insurance if I am not already covered. I understand that it is my responsibility to notify the appropriate person at the college of emergency medical information. I also understand that this waiver of liability and release form binds my heirs, executors, administrators, and assigns as well as myself.

I, the undersigned, by affixing my signature to this release of liability form, certify that I have read and fully understand the conditions provided. In the event that I volunteer to drive my personal vehicle to this activity, I comply with the minimum amount of automobile insurance as is required by the State of Ohio.

Date

Signature

Office Use Only:	
Received by Dean _____	Date _____
Retain 3 years in VP office _____	Date _____

Parent signature if under 18



INCOMPLETE GRADE CONTRACT

(To be completed and submitted to the Registrar's Office by the final grade deadline**.)

Criteria:

- Student was unable to complete the work due to reasons beyond their control
- Student is currently passing the course
- To date 75% of course work is completed
- Course completion can be done without classroom instruction

Name _____ ID _____ Date _____
 Sem./ Course & _____
 Year _____ Section # _____ CRN _____ Title _____

Person Requesting Incomplete Grade Student Faculty
 Faculty Supervising completion (print): _____

Current Course Average (%) _____

Assignments to Complete	Deadline**
-------------------------	------------

_____	_____
_____	_____

Tests/Exams to be Taken	Deadline**
-------------------------	------------

_____	_____
_____	_____

Final Grade Calculation Instructions:

If you are a Financial Aid recipient, it is required that you speak to a Financial Aid officer prior to completing the Incomplete Grade Contract Form. This may affect your SAP (Satisfactory Academic Progress) status for your financial aid eligibility.

 Faculty Granting Incomplete Signature/Date Student Signature/Date

 Faculty Supervising Completion Signature/Date Academic Dean Signature/Date

Note: Final grade is due in the Registrar's Office by: **end of next semester for fall and spring terms and Sept. 15 for summer term.

Original: Registrar

Copies: Instructor(s) above, Student, Academic

